

# Public Hearing Binder

## Off-Street Parking Regulations Bylaw No. 1909, 2022

### Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking Regulations), Bylaw 1916, 2022

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2-19		Off-Street Parking Regulations Bylaw No. 1909, 2022 – 1 <sup>st</sup> & 2 <sup>nd</sup> Reading
20-22		Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking Regulations), Bylaw 1916, 2022 – 1 <sup>st</sup> & 2 <sup>nd</sup> Reading
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76-83	March 14, 2022	Regular Meeting of Council Minutes
84-112	January 10, 2022	Staff Report and Presentation: Off-Street Parking Regulations Bylaw & Parking Variance Policy
113-114	January 10, 2022	Regular Meeting of Council Minutes
115-149	June 14, 2021	Economic Prosperity Committee Meeting – Presentation “Parking Economics: How to Maximize Value Through Efficient Parking Management”
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196	May 3, 2021	Committee of the Whole Meeting Minutes
197-202		Let’s Talk Colwood – Parking Regulations Webpage <a href="https://letstalkcolwood.ca/parking">https://letstalkcolwood.ca/parking</a>
203-308	September 2, 2020	Colwood Parking Bylaw Update: Working Paper No. 1 Local Understanding + Best Practices
309-379	November 2, 2020	Colwood Parking Bylaw Update: Working Paper No. 2 “What We Heard” Engagement Summary
380-457	November 27, 2020	Colwood Parking Bylaw Update: Working Paper No. 3 Strategic Directions

# PUBLIC HEARING NOTICE

## Off-Street Parking Regulations Bylaw No. 1909, 2022 Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking Regulations), Bylaw No. 1916, 2022

<b>DATE and TIME:</b>	<b>Tuesday, May 3, 2022, 6:30 pm</b>
<b>PLACE:</b>	<b>Council Chambers, 3300 Wishart Road, Colwood BC</b>

### PURPOSE:

#### **Off-Street Parking Regulations Bylaw No. 1909, 2022:**

The purpose of this Bylaw is to regulate off-street vehicle parking, loading spaces, bicycle parking, and landscaping associated with off-street parking areas in the municipality for the benefit of the community as a whole.

#### **Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking Regulations Amendment), Bylaw No. 1916, 2022:**

The purpose of this bylaw is to amend the Land Use Bylaw by deleting regulations pertaining to off-street vehicle parking, loading spaces, bicycle parking, and landscaping associated with off-street parking areas in the municipality. Off-street parking regulations currently contained within the Land Use Bylaw are proposed to be replaced in their entirety by those contained within Off-Street Parking Regulations Bylaw No. 1909.

Copies of the proposed bylaw and related materials can be viewed at [www.colwood.ca/publicnotices](http://www.colwood.ca/publicnotices) or in person at Colwood City Hall from April 20<sup>th</sup> to May 3<sup>rd</sup>, 2022, between 8:30am and 4:30 pm Monday to Friday excluding statutory holidays.

### **We want to hear from you!**

#### **WRITE TO US**

For inclusion as part of the public record, the deadline for written submissions is 12:00 pm on the day of the public hearing and must include your name and civic address.

- Email: [publichearing@colwood.ca](mailto:publichearing@colwood.ca)
- Mail/Drop-off: City of Colwood, 3300 Wishart Road, Colwood, BC V9C 1R1

All submissions will be published, including your name and address. For more information about Freedom of Information and Protection of Privacy, go to [www.colwood.ca/FOIPPA](http://www.colwood.ca/FOIPPA)

#### **SPEAK AT THE PUBLIC HEARING**

**In Person:** The public will be permitted in the Council Chambers on a first come, first served basis until capacity is met.

#### **Electronically:**

- Dial-in by phone 1-855-703-8985 (toll free) or 1-778-907-2071
  - Login to Zoom.us or the Zoom app
- For both options use ID Number: 832 4906 6530

#### **NEED MORE INFORMATION?**

Visit [www.colwood.ca/PublicHearing](http://www.colwood.ca/PublicHearing) or contact Development Services by calling 250-294-8153 or emailing [publichearing@colwood.ca](mailto:publichearing@colwood.ca)

*Marcy Lalande, CMC  
Corporate Officer*





**CITY OF COLWOOD  
BYLAW NO. 1909**

**A BYLAW TO REGULATE OFF-STREET PARKING IN THE CITY OF COLWOOD**

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**WHEREAS** Section 525 of the Local Government Act authorizes the City of Colwood to, by bylaw, require, establish design standards and accept cash instead in relation to off-street parking and loading spaces;

**THEREFORE** the Council of the City of Colwood, in an open meeting assembled, hereby enacts as follows:

**SECTION 1 – TITLE AND ADMINISTRATION**

**1.1 Citation**

This Bylaw may be cited as the City of Colwood’s “Off-Street Parking Regulations Bylaw No. 1909, 2022”.

**1.2 Definitions**

The Definitions as established in Section 1.2 of City of Colwood, Land Use Bylaw No. 151 1989 are applicable in the interpretation of this Bylaw.

In this Bylaw, unless otherwise stated, the following definitions shall apply:

**“Arts and Cultural Facility”** means a facility used for displaying, storing, restoring or the holding of events related to art, literature, music, history, performing arts or science including, but not limited to: an art gallery, archive, museum, theatre, or interpretive centre.

**“Assembly Use”** means a use providing for the gathering of people or artifacts for scientific, private educational, cultural, religious, philanthropic, or charitable, and includes but is not limited to a convention centre, banquet hall, funeral parlour, community centre, and stadiums or arenas.

**“Bicycle Parking Space”** means an area of land or building used for Short-Term or Long-Term Bicycle Parking.

**“Brewery / Distillery”** means a building or structure used for the production of beer, cider, wine, or other spirits.

**“Day Care Centre”** means the use of land and building for the purpose of providing provincially licensed daily care to children.

**“Furniture and Appliance Sales”** means the commercial use of a building providing for the retail sale, or wholesale and retail sale of furniture, wall coverings, floor coverings, or major household appliances.

**“Hardsurfaced”** means covered or finished with a durable, dust-free road surface construction of concrete, asphalt, or similar material.

**“Institutional Collections Storage”** means a facility used for the archiving, storage, and display of historically and/or culturally important works, artifacts, or specimens.

**“Long-Term Bicycle Parking”** means a bicycle space primarily designed to provide long-term parking for employees or residents of the building.

**“Off-Street Parking”** means all vehicle, bicycle, mobility scooter, and energized parking spaces, facilities, and structures not located on a highway.

**“Oversized Bicycle”** means larger, non-standard bicycles such as cargo bikes, bicycles with trailers, recumbent bicycles, and other larger bicycles.

**“Permeable”** means hard surfacing specifically designed to allow the movement of water to flow through the surface, but does not include unconsolidated materials such as crushed rock, gravel, grass, earth or other loose materials.

**“Recreational Facility”** means a use of land, buildings, or structures designed and equipped for sports and recreational activities, including but not limited to swimming pools, ice rinks, curling rinks, gymnasiums excluding any facilities or activity involving mechanical rides or the use of power driven vehicles other than golf carts.

**“Short-Term Bicycle Parking”** means bicycle spaces primarily designed to provide short-term parking for persons who are not residents or employees of the building.

**“Structured Parking”** means a parking area contained within a building or structure.

## SECTION 2 – OFF-STREET PARKING REQUIREMENTS AND REGULATIONS

### 2.1 Application

1. Owners of land, or any building or structure, within the City of Colwood, shall provide and maintain off-street parking and loading spaces in accordance with the requirements of this Bylaw.
2. If land, or a building or structure, is used other than for a use specifically listed in this Bylaw, the parking or loading requirements for that use shall be determined by reference to the most similar use that is specifically listed.
3. All required parking and loading spaces shall be located entirely within the same lot as the building, structure or use for which they are intended to serve.

### 2.2 Existing Uses

1. The regulations contained within this Bylaw shall not apply to buildings, structures, or uses existing at the time of adoption of this Bylaw, except:
  - a. Where any building, structure or lot undergoes a change of use that results in an increase in the parking requirement beyond 20% of the required parking prior to the change of use, the off-street parking shall be increased to equal or exceed the parking required in applying the provisions of this Bylaw.

### 2.3 Calculation of Parking and Loading Requirements

1. When the calculation of vehicle space or loading space requirements results in a fractional figure, it shall be rounded upward to the nearest whole number where the fractional portion is equal to or exceeds 0.5.
2. When the calculation of bicycle and scooter parking requirements results in a fractional number, it shall be rounded up to the next highest whole number.
3. In the case of different uses on the same lot, the total off-street parking and loading space requirement shall be the sum of the uses calculated separately.

## SECTION 3 – VEHICLE PARKING REQUIREMENTS

### 3.1 Vehicle Parking Supply

1. The minimum number of required off-street vehicle parking spaces are established in **Table 1**.
2. For the purposes of minimum off-street vehicle parking requirements, the “Urban Centre” area refers to any lot entirely or partially within those areas defined in **Figure 1**. Areas outside of the “Urban Centre” are defined as “All Other Areas”.
3. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “Urban Centre” area may exceed the minimum requirement by up to 10%, above which any additional parking supply in excess of the minimum requirement, including the initial 10% in excess of the minimum requirement, shall be provided as structured parking.
  - a. Where the parking supply is greater than 50% of the minimum requirement, all parking supply shall be provided as structured parking.
4. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “All Other Areas” area may exceed the minimum requirements by up to 30%.
  - a. Upon exceeding 10% of the minimum parking requirement, the entire parking area shall include the following design enhancements:
    - i. 10% of the total parking area is to be soft landscape and include trees.
    - ii. The parking area is to be surfaced with a durable permeable material.

**TABLE 1. MINIMUM VEHICLE PARKING SUPPLY REQUIREMENTS**

Use	Parking Requirement	
	Urban Centre	All Other Areas
<b>Residential</b>		
Residential, One-family Dwelling	2 per dwelling unit	
Secondary Suite and Accessory Dwelling Unit	1 per bedroom	
Duplex	2 per dwelling unit	
Attached Housing (including Triplex, Rowhouse, and Townhouse)	1.5 per dwelling unit	2 per dwelling unit
	0.8 per bachelor dwelling unit	1.0 per bachelor dwelling unit
Residential, Multi-Family (Apartments)	1.0 per one-bedroom dwelling unit	1.25 per one-bedroom dwelling unit
	1.3 per two-bedroom dwelling unit	1.6 per two-bedroom dwelling unit
	1.5 per dwelling unit greater than two bedrooms	2 per dwelling unit greater than two bedrooms
Congregate Housing and Group Home Use	1 per 120m <sup>2</sup> of gross floor area	
<b>Commercial</b>		
Animal Hospital	1 per 20m <sup>2</sup> of gross floor area	
Automotive Sales and Repairs	1 per 35m <sup>2</sup> of gross floor area	
Bank	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Boat Sales and Repairs	1 per 40m <sup>2</sup> of gross floor area	
Building Material Supply	1 per 80m <sup>2</sup> of gross floor area	
<u>Furniture and Appliance Sales</u>	1 per 80m <sup>2</sup> of gross floor area	
Gasoline Service Station and Car Wash	1 per 35m <sup>2</sup> of gross floor area	1 per 30m <sup>2</sup> of gross floor area
Hotel, Motel, Bed and Breakfast, and Other Short-Term Accommodation	1 per rental room	
Live / Work Studio or Home Occupation	1 per business in addition to the requirement for residential parking	
Home Occupation – Office Use Only	N/A	
Home Occupation - Daycare	2 plus 1 space per employee in addition to the requirement for residential parking	
Nurseries and Greenhouses	1 per 35m <sup>2</sup> of gross floor area used for retail use	
Offices	1 per 45m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area

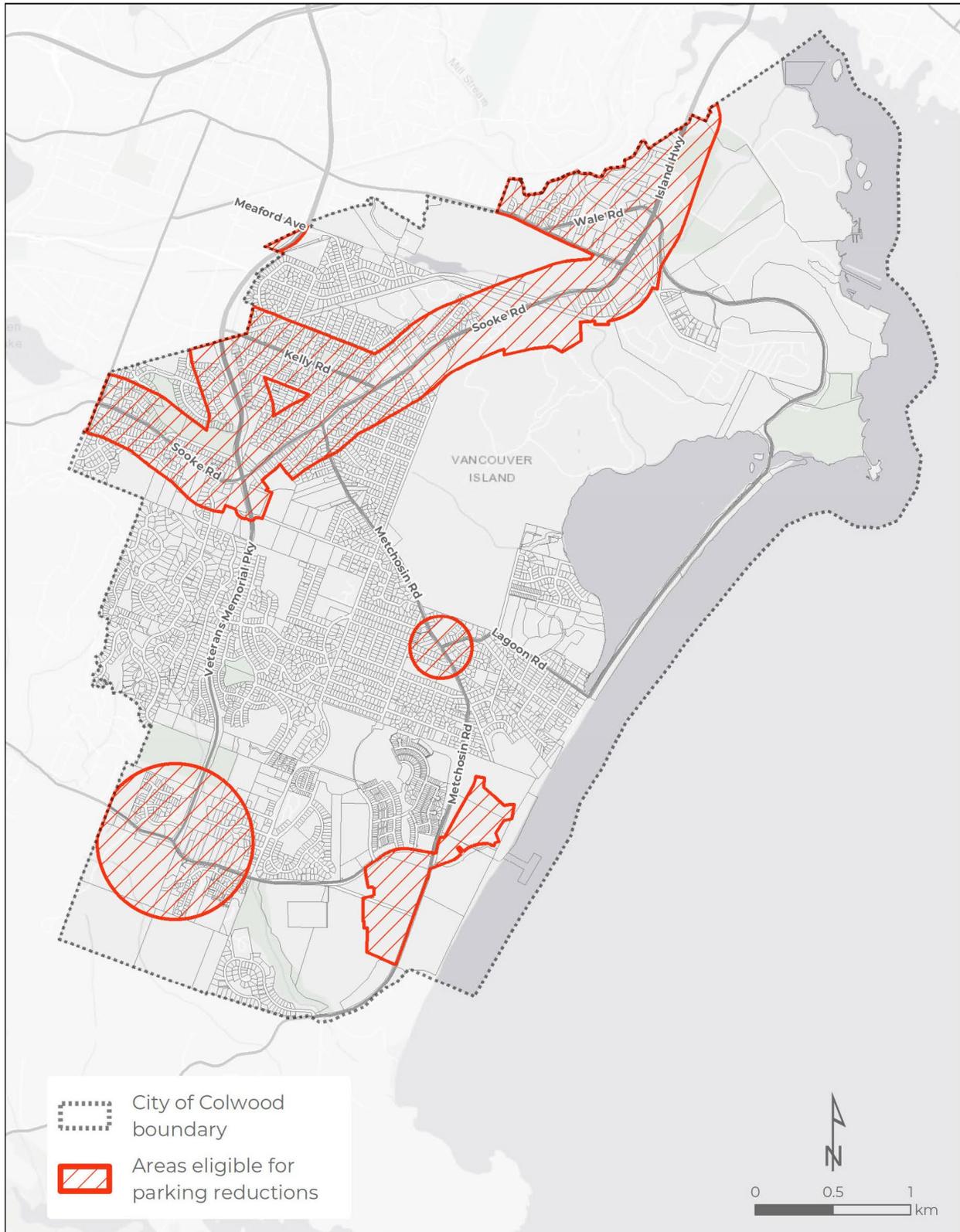
Use	Parking Requirement	
	Urban Centre	All Other Areas
Offices, Medical	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Personal Service	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Public House and Brewhouse	1 per 15m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses	1 per 10m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses
Restaurant (including Coffee Shop, Bakery)	1 per 15m <sup>2</sup> of gross floor area	1 per 10m <sup>2</sup> of gross floor area
Restaurant, Drive-in Business	1 per 20m <sup>2</sup> of gross floor area	
Retail Store, Supermarkets, Liquor and Other Retail Personal Uses	Less than 400m <sup>2</sup> of gross floor area - 1 per 36m <sup>2</sup>	Less than 400m <sup>2</sup> of gross floor area - 1 per 30m <sup>2</sup>
	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 42m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 35m <sup>2</sup>
	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 48m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 40m <sup>2</sup>
Shopping Centre	1 per 30m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area

Industrial	
Agriculture	1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses
<u>Brewery / Distillery</u>	1 per 100m <sup>2</sup> of gross floor area
Manufacturing and Industrial Uses	1 per 100m <sup>2</sup> of gross floor area
Warehouse, Storage and Mini-Storage	1 per 180m <sup>2</sup> of gross floor area

Institutional, Cultural and Recreational	
<u>Arts and Cultural Facility</u> (including museums and art galleries)	1 per 50m <sup>2</sup> of gross floor area
<u>Assembly Use</u> (including convention centres, banquet halls, funeral parlours, community centres, and stadiums or arenas)	1 per 15m <sup>2</sup> of gross floor area
Church	1 per 12m <sup>2</sup> of gross floor area used for Assembly
<u>Day Care Centre</u>	1 per 50m <sup>2</sup> of gross floor area
Golf Course	4 per golf hole
Golf Practice Range	1 per range tee
Hospital	1 per 50m <sup>2</sup> of gross floor area

Use	Parking Requirement	
	Urban Centre	All Other Areas
<u>Institutional Collections Storage</u>	1 per 125m <sup>2</sup> of gross floor area	
Post-Secondary Institution (University or College)	1 per 70m <sup>2</sup> of gross floor area	
<u>Recreational Facility</u> (including commercial recreational facilities, and similar uses)	1 per 20m <sup>2</sup> of gross floor area	
Scientific or Technological Research Facility	1 per 20m <sup>2</sup> of gross floor area	
School, Elementary and Middle	1 per 120m <sup>2</sup> of gross floor area	
	1 per 80m <sup>2</sup> of gross floor area	

FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS



**3.2 Small Car Parking Supply**

1. A maximum of 30% of the total required parking spaces may be designed for small cars.

**3.3 Accessible Parking Supply**

1. For Congregate Housing and Group Home Use, 15% of all required vehicle parking spaces shall be provided as accessible parking.
2. For Hospital uses, 15% of all required vehicle parking spaces shall be provided as accessible parking.
3. For all other uses, the minimum number of required accessible parking spaces is established in **Table 2**.
4. All required accessible parking spaces shall meet the design requirement for accessible parking spaces, except:
  - a. The first required accessible parking space shall meet the design requirements for both accessible parking spaces and van accessible parking spaces.
  - b. Where five or more accessible parking spaces are required, one shall be provided as a van accessible parking space.

**TABLE 2. ACCESSIBLE PARKING SUPPLY REQUIREMENTS**

Total Vehicle Parking Supply Required	Accessible Parking Supply Required
1 – 50 spaces*	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

\* Residential uses requiring less than 7 spaces are exempted.

**3.4 Visitor Parking**

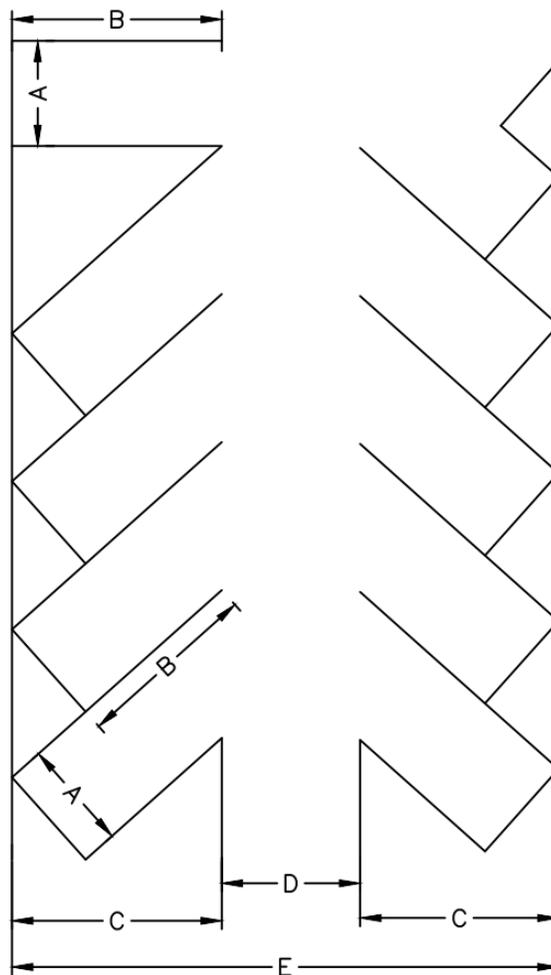
1. For Residential, Multi-Family uses, visitor parking shall be provided at a rate of 0.15 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
2. For Attached Housing uses, visitor parking shall be provided at a rate of 0.1 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
3. Visitor parking is not required for Residential, Multi-Family or Attached Housing uses located above Retail Store, Supermarkets, Liquor and Other Retail Personal Uses.
4. Visitor parking spaces shall be clearly marked “VISITOR” on the parking surface.

### 3.5 Parking Design and Layout

1. Vehicle parking space and aisle dimensions shall be in accordance with the standards outlined in **Table 3**.
2. All required parking spaces must have direct, unobstructed access to and from an adjacent highway or parking aisle, except that a maximum of one parking space provided for the following uses may be separated from an adjacent highway by one other parking space:
  - a. Attached Housing
  - b. Duplex
  - c. Residential, One-family Dwelling, provided that:
    - i. Parking space provided for a secondary suite or accessory dwelling unit have unobstructed access.
3. Where a parking space in a surface parking facility abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
  - a. Include an additional 0.3m in width where it abuts an obstruction on one side.
  - b. Include an additional 0.6m in width where it abuts an obstruction on both sides.
4. For Residential, One-family Dwelling and Duplex uses, no more than three (3) parking spaces per dwelling unit shall be permitted in a front yard.
5. For Mixed-Use buildings, parking spaces for residential dwelling units shall be separate from those provided for other uses and shall have a sign stating that the parking is for residential purposes only.
6. A required parking space may be open or enclosed, and may be outside, under, within, or on the roof of a building.

**TABLE 3. VEHICLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

Parking Angle	Parking Space / Aisle Dimensions				
	Width (A)	Length	Depth to Curb (C)	Aisle Width (D)	Total Module (E)
0°	2.6m	7.0m	2.6m	3.7m	8.9m
30°	2.6m	5.8m	5.2m	3.7m	14.1m
45°	2.6m	5.8m	5.9m	4.1m	15.9m
60°	2.6m	5.8m	6.3m	5.6m	18.2m
90°	2.6m	5.8m <td 5.8m	7.6m	19.2m	



### 3.6 Surface Material

1. All off-street parking areas shall be hardsurfaced, except:
  - a. For an Industrial Use, any area at the rear or the side of the principal building provided or required for off-street vehicle parking need not be hardsurfaced, but shall be of such a surface that will minimize the carrying of dirt or foreign matter upon the highway.

### 3.7 Landscape

1. Where thirty (30) or more vehicle parking spaces are required and parking is provided in a surface parking area, a minimum of 5% of the parking area shall be landscape area consisting of grass, plants, trees, or stormwater management facilities.
2. Where a vehicle parking area is located adjacent to a highway, the parking area shall include a soft landscaped area of a minimum 1.0m in width between the parking area and the highway boundary.

### 3.8 Pedestrian Facilities

1. A pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance.
  - a. For all Commercial land uses.
  - b. For all other uses, where thirty (30) or more vehicle parking spaces are required.
2. Where sixty (60) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance and with raised crosswalks at intersections with streets and parking drive aisles.
3. Any vehicle parking spaces abutting a pedestrian walkway shall include a physical barrier that prevents a vehicle from protruding into the pedestrian walkway.

### 3.9 Small Car Parking Space Design

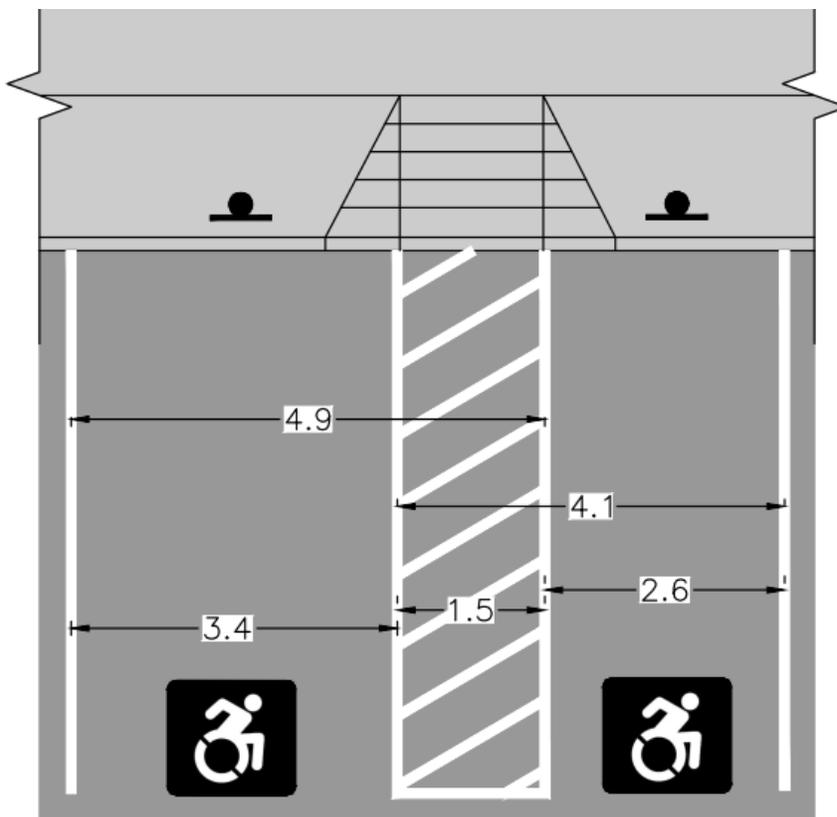
1. Small car parking spaces may be reduced in depth for 90-degree parking spaces from 5.8m to 4.5m.
2. Small car parking spaces shall include "SMALL CAR" on the parking surface.

### 3.10 Accessible Parking Design

1. Accessible parking spaces shall be located closest to the accessible building entrance or site access point.
2. Accessible parking space and aisle dimensions shall be in accordance with the standards outlined below and in **Figure 2**:
  - a. Accessible parking spaces shall be a minimum 4.1m in width.
  - b. Van accessible parking spaces shall be a minimum 4.9m in width.

- c. All accessible parking spaces shall maintain an adjacent access aisle of a minimum 1.5m in width marked with a diagonal hatched pavement marking.
  - d. Two adjacent accessible parking spaces may share a single access aisle.
3. Where an accessible parking space in a surface parking facility abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
    - a. Include an additional 0.3m in width where it abuts an obstruction on one side.
    - b. Include an additional 0.6m in width where it abuts an obstruction on both sides.
  4. Accessible parking spaces must have a firm, stable, and slip resistant surface.
  5. Accessible parking spaces, adjacent drive aisles and key circulation corridors shall be level, with a maximum 5% slope in any direction.
  6. Curb ramps shall be used on any curb between the parking space and the building entrance where needed to facilitate circulation between the parking surface level and sidewalk or walkway level.

**FIGURE 2. ACCESSIBLE PARKING DIMENSION REQUIREMENTS**



**SECTION 4 – LOADING SPACE REQUIREMENTS**

**4.1 Loading Space Supply**

1. For Residential, Multi-Family, Commercial, Industrial, Institutional, or other similar use, loading spaces shall be supplied as specified in this Section.
2. The minimum number of required loading spaces is established in **Table 4**.
3. For School uses, in addition to the requirement identified in **Table 4**, an appropriate number of loading spaces shall be provided for the use of school buses.

**TABLE 4. OFF-STREET LOADING SPACE SUPPLY REQUIREMENTS**

Use	Building Gross Floor Area (GFA)	Required Number of Loading Spaces
Retail Store, Shopping Centre and Industrial uses	300m <sup>2</sup> to 500m <sup>2</sup>	1
	500m <sup>2</sup> to 2,500m <sup>2</sup>	2
	Each additional 2,500m <sup>2</sup>	+1
Office, Hospital, School, Post-Secondary Institution, Assembly Use, Place of Public Assembly, or similar use	3,000m <sup>2</sup> to 6,000m <sup>2</sup>	1
	Each additional 3,000m <sup>2</sup>	+1
Residential, Multi-Family (Apartment) uses consisting of ten or more units		1

**4.2 Loading Space Design and Layout**

1. Access to the loading spaces shall be so arranged that no backing or turning movements of vehicles going to and from the lot causes interference with traffic on the adjoining or abutting highways.
2. All loading spaces shall be located on the lot so that they do not interfere with adjacent vehicle parking, driveway aisles or pedestrian walkways.
3. All loading spaces shall be screened from view from driveway entrances, parking areas, adjacent properties, and adjacent streets.
4. Loading spaces shall be of adequate size and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading.
  - a. For Residential, Multi-Family (Apartment) uses, the dimensions of a loading space shall conform to **Table 3**.
  - b. For all other uses, in no case shall the dimensions of a loading space be less than 30m<sup>2</sup>.

**SECTION 5 – BICYCLE AND MOBILITY SCOOTER PARKING REQUIREMENTS**

**5.1 Bicycle and Mobility Scooter Parking Spaces**

1. The owners or occupiers of any building in any zone shall provide short-term bicycle parking, long-term bicycle parking, and mobility scooter parking as specified in this Section.
2. The minimum number of required bicycle and mobility scooter parking spaces is established in **Table 5**.
3. In the case of a use not specifically mentioned, the required spaces shall be the same as for a similar use.

**TABLE 5. MINIMUM BICYCLE AND MOBILITY SCOOTER PARKING SUPPLY REQUIREMENTS**

Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Residential</b>			
One-Family Dwelling, Secondary Suite and Duplex	N/A		N/A
Attached Housing	1.0 per dwelling unit	6 spaces per building	N/A
Multi-Family Dwelling	1.0 per dwelling unit < 60m <sup>2</sup>	6 spaces per building	N/A
Congregate Housing and Group Home Use	0.1 per dwelling unit	6 spaces per building	2 spaces per building, plus 1 additional space per 25 parking spaces required
<b>Commercial</b>			
Hotel, Motel	1 per 15 rental rooms	6 spaces per building	2 spaces per building
Bed and Breakfast	N/A	2 spaces per building	N/A
Offices, Retail, Services, Restaurant	1 per 250m <sup>2</sup> of gross floor area	6 spaces per building	2 spaces per building
Shopping Centre	1 per each 250m <sup>2</sup> of gross floor area for the first 5,000m <sup>2</sup> , and 1 per each 500m <sup>2</sup> of gross floor area for any additional area	6 spaces per building	2 spaces per building
<b>Industrial</b>			
All Industrial	1 per 1,000m <sup>2</sup> of gross floor area	6 spaces per building	N/A

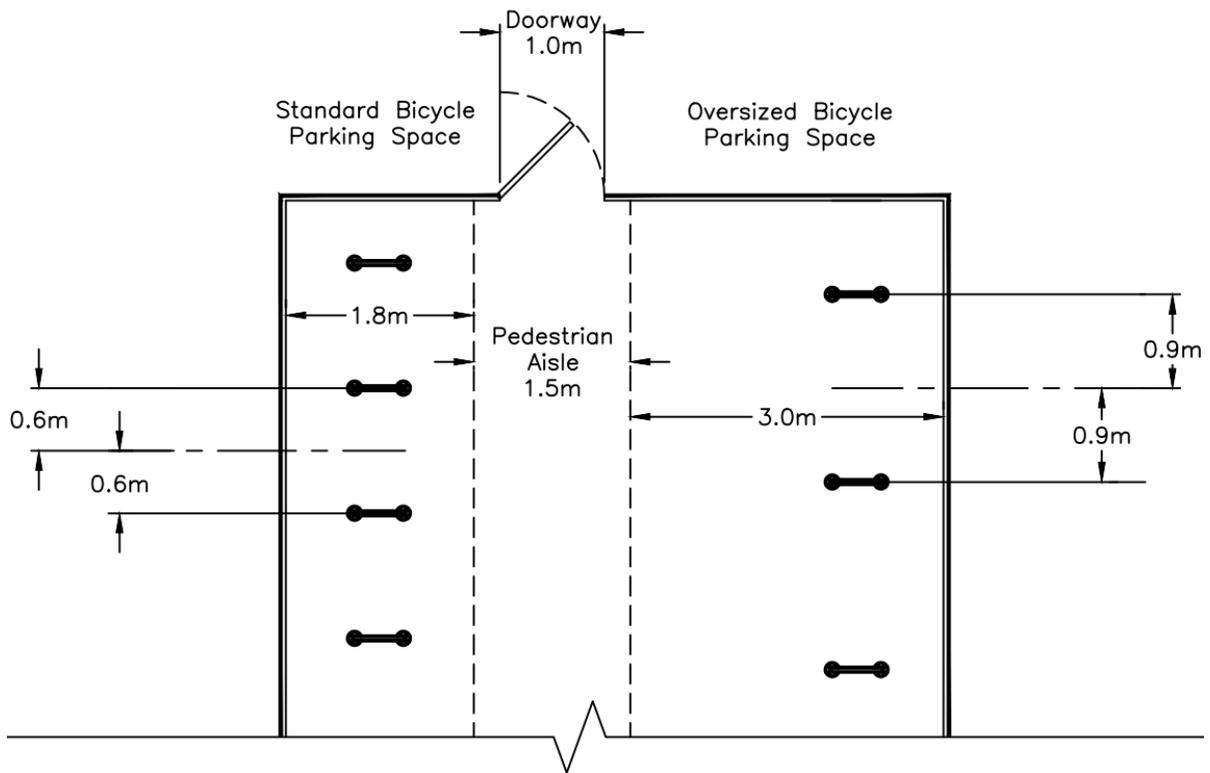
Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Institutional, Cultural and Recreational</b>			
<u>Assembly Use</u>	1 per 250m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	4 spaces per building
Civic Uses	1 per 250m <sup>2</sup> of gross floor area	1 per 200m <sup>2</sup> of gross floor area	4 spaces per building
Hospital	1 per 500m <sup>2</sup> of gross floor area	6 spaces at each public building entrance	4 spaces at each public building entrance
Church	1 per 500m <sup>2</sup> of gross floor area	6 spaces per building	4 spaces per building
School (Elementary, Middle, or Secondary)	1 per 1,600m <sup>2</sup> of gross floor area	1 per 125m <sup>2</sup> of gross floor area	N/A
Post-Secondary Institution (University or College)	1 per 500m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A
<u>Recreational Facility</u>	1 per 400m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A

**5.2 Bicycle Parking Design and Layout**

1. Bicycle parking space and aisle dimensions shall be in accordance with the standards outlined in **Table 6**.
2. All short-term bicycle parking spaces shall be located not more than 15m from the primary building entrance and accessible to visitors or the public.
3. Short-term bicycle parking shall be located at the surface level, physically separated from vehicle parking facilities, and not interfere with pedestrian travel.
4. The first twelve (12) short-term bicycle parking spaces and 50% of all remaining short-term bicycle parking spaces shall include overhead shelter with a vertical clearance of a minimum of 2.1m to protect bicycles from weather.
5. Long-term bicycle parking shall be located in a dedicated, fully enclosed, and weather-protected facility with controlled access.
6. Long-term bicycle parking shall be located at surface level or at the first level of a vehicle parking area accessed directly by elevator from a primary entrance or by a stairwell that includes a ramp for bicycles.
7. A minimum of 10% of all short-term bicycle parking spaces and 50% of all long-term bicycle parking spaces shall have access to an electrified 110V outlet.

**TABLE 6. BICYCLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

	Minimum Dimensions		
	Width	Depth	Overhead Clearance
Ground Anchored Rack (standard)	0.6m	1.8m	2.1m
Ground Anchored Rack (oversized)	0.9m	3.0m	
	0.6m	1.2m	
Access Aisle	1.5m		
Access Door	1.0m		



**5.3 Oversized Bicycle Parking**

1. A minimum of 10% of the required long-term bicycle parking and short-term bicycle parking spaces shall be designed as oversized bicycle parking spaces.
2. Oversized bicycle parking spaces shall be provided as ground anchored racks.
3. Oversized bicycle parking spaces shall have minimum dimensions of 3.0m long and 0.9m wide.
4. A minimum of 50% of required oversized bicycle parking spaces shall have access to an electrified 110V outlet.

**5.4 Mobility Scooter Parking Design and Layout**

1. Mobility scooter parking spaces shall be no less that 1.0m wide and 1.5m long.
2. Mobility scooter parking spaces shall be located adjacent to the primary building entrance and must not impede pedestrian access to the building or sidewalk.
3. Mobility scooter parking spaces shall be secured and located within 2.0m of a 110V outlet.

**5.5 Cycling End-of-Trip Facilities**

1. The minimum number of required cycling end-of-trip facilities is established in **Table 7**.
2. Cycling end-of-trip facilities shall be provided in a common area and be located no more than 50m from the Long-Term Bicycle Parking area.

Required Number of <u>Long-Term Bicycle Parking Spaces</u>	End-of-Trip Facility				
	Water Closet	Wash Basin	Shower	Bicycle Repair Set	Clothing Locker
<b>Residential, Hotel</b>					
Residential, Multi-Family	0	0	0	1	0
Hotel, Motel	0	0	0	1	0
<b>All Other Uses</b>					
5 or less	0	0	0	0	1.25 times the number of required <u>Long-Term Bicycle Parking spaces</u>
6-10	0	1	1	1	
11-20	0	2	2	1	
21-30	0	3	3	1	
31-40	2	4	4	2	
For each additional 30 or part thereof	2 additional	2 additional	2 additional	1 additional	

**READ A FIRST TIME** on the 14<sup>th</sup> day of March, 2022

**READ A SECOND TIME** on the 14<sup>th</sup> day of March, 2022

**READ A THIRD TIME** on the 2022

**ADOPTED** on the day of 2022

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**Mayor**

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**Corporate Officer**



**CITY OF COLWOOD  
BYLAW NO. 1916**

**A BYLAW TO AMEND BYLAW NO. 151 BEING THE “COLWOOD LAND USE BYLAW, 1989”**

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The City of Colwood Council, in open meeting assembled hereby enacts as follows:

**1. CITATION**

This bylaw may be cited as “Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking Regulations), Bylaw No. 1916, 2022”.

**2. AMENDMENTS**

Bylaw No. 151, the “Colwood Land Use Bylaw, 1989” is amended as follows:

1. In Section 1.2, remove “Bicycle Facility – Class 1” and “Bicycle Facility – Class 1”
2. Remove Section 2.2.
3. Remove Section 2.3.
4. Remove Section 2.4.05.
5. In Section 5.9.09, remove “Notwithstanding Section 2.2.04” and replace with “Notwithstanding the Off-Street Parking Regulations Bylaw No. 1909”
6. In Section 5.10.06, remove (5).
7. In Section 5.11.03, remove (4).
8. In Section 5.11.05, remove (2).
9. In Section 6.4.09, remove “Notwithstanding Section 2.2.04” and replace with 16“Notwithstanding the Off-Street Parking Regulations Bylaw No. 1909”
10. In Section 6.6A.07, remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”
11. In Section 6.6A.08, remove (5).
12. In Section 6.8.06.5 (1), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”
13. In Section 6.8.06.6, remove (5).
14. In Section 6.11.09, remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”
15. In Section 6.11.10, remove (5).
16. In Section 7.4.03, remove (5).
17. In Section 7.4.08, remove (3).
18. In Section 7.5B.08 (d), remove (iv).
19. In Section 7.5C.04, remove (4).

20. In Section 7.5C.11, remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”
21. In Section 7.5C.12, remove (5).
22. In Section 7.5D.04, remove (4).
23. In Section 7.5D.11, remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”
24. In Section 7.5D.12, remove (5).
25. In Section 7.6.01A (2) (e), remove (iii).
26. In Section 9.1.06 (2), remove “an adjoining highway or”.
27. In Section 9.2.05 (2), remove “an adjoining highway or”.
28. In Section 9.3.05 (2), remove “an adjoining highway or”.
29. In Section 9.4.05 (2), remove “an adjoining highway or”.
30. In Section 9.6.06, remove “Notwithstanding Section 2.2.04” and replace with “Notwithstanding the Off-Street Parking Regulations Bylaw No. 1909”.
31. In Section 10.1.8, remove (6).
32. In Section 10.1A.8, remove (6).
33. In Section 10.2.8, remove (6).
34. In Section 10.3A.7, remove (6).
35. In Section 10.5.10 (3), remove “Notwithstanding s. 2.2.04” and replace with “Notwithstanding the Off-Street Parking Regulations Bylaw No. 1909”
36. In Section 10.7.02, remove (4).
37. In Section 10.12.6 (5), remove “section 2.2.04 (2)” and replace with “Off-Street Parking Regulations Bylaw No. 1909”.
38. In Section 10.16.4, remove (5).
39. In Section 10.21.7 (5), remove “section 2.2.04 (2)” and replace with “Off-Street Parking Regulations Bylaw No. 1909”.
40. In Section 10.24.10 (4), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”.
41. In Section 10.24.10 (5), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”.
42. In Section 10.24.10 (1), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909” and remove “Section 2.4.05 of the Colwood Land Use Bylaw” and replace with “the Off-Street Parking Regulations Bylaw No. 1909”.

43. In Section 10.26.8 (1), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909” and remove “Section 2.4.05 of the Colwood Land Use Bylaw” and replace with “the Off-Street Parking Regulations Bylaw No. 1909”.
44. In Section 10.29.9 (1), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”.
45. In Section 10.30.9 (1), remove “Despite Section 2.2.01” and replace with “Despite the Off-Street Parking Regulations Bylaw No. 1909”.
46. Replace Section 10.31.8 (1), with “Notwithstanding the Off-Street Parking Regulations Bylaw No. 1909, parking within a garage may be included in the site parking supply when determining compliance with the requirements of the Off-Street Parking Regulations Bylaw No. 1909 for secondary suites or accessory dwelling units within a one-family dwelling.”

**READ A FIRST TIME** on the 11<sup>th</sup> day of April 2022

**READ A SECOND TIME** on the 11<sup>th</sup> day of April 2022  
day of 2022

**READ A THIRD TIME** on the day of 2022

**ADOPTED** on the day of 2022

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**Mayor**

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**Corporate Officer**

<b>PARKING VARIANCE POLICY</b>	
DATE OF ISSUE:	COMMUNITY PLANNING AMENDED: ADOPTED:

**PURPOSE**

Where an applicant is seeking to provide fewer parking spaces than the amount required by the City of Colwood (“City”) *Off-Street Parking Regulations Bylaw No. 1909*, the conditions identified in this policy are to be used to evaluate the parking variance request.

The City does not support variances in the maximum parking supply requirements contained in the *Off-Street Parking Regulations Bylaw No. 1909*.

**POLICY**

Definitions

- **End-of-Trip Cycling Facilities** – Facilities provided to improve the comfort and attractiveness of cycling that may include showers, lockers and change areas.
- **Frequent Transit Network (FTN)** – The FTN refers to corridors with frequent, direct and reliable transit service between areas of highest demand, as identified in the Official Community Plan.

Technical Study

A parking variance request should be accompanied by a technical study prepared by a qualified transportation professional. The technical study must demonstrate that the proposed parking supply will not result in negative on-site or surrounding parking conditions and quantify the impact of each condition in supporting the variance.

The technical study is referred to the City’s Director of Development Services or designate for review.

Conditions

A parking variance should be supported by one or more of the following conditions. The impact of each condition in reducing parking demand and supporting the requested parking variance should be identified in a technical study.

a. Housing Diversity

Where market rental or affordable housing is proposed and the associated parking demand is anticipated to be less than the minimum parking supply rate specified in the *Off-Street Parking Regulations Bylaw No. 1909* for Residential, Multi-Family uses.

b. Transportation Demand Management

Where transportation demand management (TDM) initiatives are proposed that are anticipated will result in a measurable reduction in parking demand in perpetuity, including one or more of the following initiatives:

- Carshare: Provision of a carshare vehicle, reserved parking space for a carshare vehicle, memberships in a carshare service and/or financial subsidies toward carshare use;
- Transit: Contributions toward transit infrastructure upgrades and/or provision of financial subsidies toward public transit use;
- Bikeshare: Provision of a bikeshare service and/or financial subsidies toward bikeshare use;
- Bicycle Facilities: Provision of bicycle parking, electric bicycle charging and/or end-of-trip cycling facilities beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*; and
- Other: Other TDM opportunities that are anticipated to result in a measurable reduction in parking demand.

c. Transit Proximity

Where proximity to the Frequent Transit Network (FTN) is anticipated to result in reduced parking demand. Transit proximity may only be used as rationale for a parking variance for Multi-Family Residential, Commercial and Institutional land uses, and may not be applied for sites in the “Urban Centre” area defined in the *Off-Street Parking Regulations Bylaw No. 1909*.

d. Shared Parking

Where site land uses exhibit complementary parking demand patterns and a means of ensuring parking will remain unassigned (i.e., unreserved) is identified to the satisfaction of the City’s Director of Development Services or designate.

Shared parking between visitors and commercial land uses may not be used as rationale for a parking variance.

e. Parking Facility Design

Where parking facility design exceeds the minimum requires established in the *Off-Street Parking Regulations Bylaw No. 1909* and includes features consistent with the objectives of the Official Community Plan (OCP). This may include the provision of structured parking, stormwater management provisions, trees and landscape, urban and pedestrian realm amenities, and other features beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*.

**To:** Regular Meeting of Council  
**Date:** March 14, 2022  
**From:** Iain Bourhill, Director, Community Planning  
**RE:** Draft Off-Street Parking Regulations Bylaw and Parking Variance Policy  
**File:** F8330-20

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## RECOMMENDATIONS

THAT Council consider taking the following actions:

- Review the items brought forward by Council at the Regular Meeting of Council held January 10, 2021 and if changes are required amend the Bylaw No. 1909, 2022 accordingly; and
- Consider First and Second Readings (as amended) to the Colwood Off-Street Parking Regulations Bylaw No. 1909, 2022, and Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking), Bylaw No. 1916, 2022.

AND THAT Council consider adoption of the Parking Variance Policy No. PAR\_002.

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## SUMMARY

The following report is in response to Council's request that staff to provide commentary and options to address items associated with the draft Colwood Off-Street Parking Regulations (Bylaw No. 1909) and draft Parking Variance Policy raised by Council at their Regular Meeting held on January 10, 2022. Brief discussions and options to amend the sections of draft bylaw No. 1909 pertinent to the items are presented below. Council may choose to consider amendments to the draft bylaw or request that staff provide additional information prior to 1<sup>st</sup> and 2<sup>nd</sup> Readings.

## BACKGROUND

At their Regular Meeting held January 10, 2022, Council gave consideration to the draft Off-Street Parking Regulations Bylaw (Bylaw No. 1909) (more simply referred to as the "draft Off-street Parking Bylaw"), a corollary amending bylaw to the Land use Bylaw (No. 151) and draft a Parking Variance Policy. Council discussion focussed on potential changes to be made prior to initial readings of the bylaw and resulted in staff being given the following direction:

*R2022-08*

*THAT staff provide a report to address the following items in the Off-Street Parking Regulations Bylaw:*

- 1. Raised crosswalks in commercial parking lots*
- 2. Sidewalks in commercial parking lots*
- 3. Electric bike charging*
- 4. Whether to include specific areas such as Kelly Road and the Western part of Sooke Road in the Urban Centres Map*
- 5. Parking that exceeds 50% of the minimum (wording)*

6. *Parking variances delegated to staff or be a Council decision*
7. *Process for Council to change parking requirements if there are parking issues.*
8. *Language for potential increase to parking in areas that Council or staff consider appropriate*
9. *Address setbacks from columns and be limited to only surface parking lots*
10. *Loading zones larger than one parking spot in front of buildings*
11. *Minimum one accessible spot in every parking lot*
12. *Provision for accessible van parking stalls*
13. *Number of accessibility scooter parking spots per building*
14. *Connection to rental suite configuration and number of parking spots required*
15. *Single Family Dwelling requirements of two parking spaces on the property not including the garage and additional parking spots for suites depending on size*

*AND THAT "Off-Street Parking Regulations Bylaw No. 1909, 2022" and "Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189, Bylaw No. 1916, 2022" readings be deferred to a later date.*

As contained in the above resolution, Council deferred decision to allow staff to provide further information related to the specific issues raised. This report addresses each item brought forward by Council and provides options to amend the draft Bylaw No. 1909 for Council's consideration.

### **1. Raised crosswalks in commercial parking lots**

Council identified a new requirement for raised crosswalks in commercial parking facilities as a potential improvement to the draft Off-street Parking Bylaw. Raised crosswalks as a design feature in new commercial parking facilities would promote safe, comfortable pedestrian activity through parking facilities and support lower vehicle travel speeds. It would also add some costs to the construction of parking facilities and add complexity to their maintenance (e.g., snow removal).

Section 3.9.1 of the draft Off-Street Parking Bylaw, states that: *"Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance"*.

Council may wish to consider a new requirement in-line with the above current wording of the bylaw that specifies a 30-space trigger for a raised crosswalk requirement. This would limit its application to larger commercial parking facilities that would be expected from a pedestrian safety perspective to most benefit from raised crosswalks, and also be associated with larger developments more able to cover their added costs of construction and maintenance.

### **OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Alter the draft *Off-Street Parking Regulations Bylaw, Section 3.9.1* to the following to include a requirement for raised crosswalks in parking lots with 30 or more spaces;
 

*"Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance and with raised crosswalks at intersections with streets and parking drive aisles"*. **OR**
- c) Provide alternate direction.

## 2. Sidewalks in commercial parking lots

### BACKGROUND

At the Regular Meeting of Council held on January 10, 2022, Council expressed a desire to consider a new requirement for sidewalks in commercial parking lots.

As mentioned above, the draft *Off-Street Parking Regulations Bylaw, Section 3.9* includes a requirement for a pedestrian walkway where thirty (30) or more parking spaces are required (the proposed requirement applies to all land uses). Council may wish to consider maintaining requirement as currently proposed or elect to require pedestrian walkways for all new commercial parking facilities or those that contain a set amount fewer than 30 spaces.

### OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw, Section 3.9.1* as identified below to include a requirement for a sidewalk in all parking lots associated with commercial land uses:

*A pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance.*

  - a. For all Commercial land uses.
  - b. For all other uses, where thirty (30) or more vehicle parking spaces are required. **OR**
- c) Provide alternate direction.

## 3. Electric bike charging

### BACKGROUND

The draft *Off-Street Parking Regulations Bylaw, Section 5.2.7* includes a requirement for *A minimum of 20% of all short-term bicycle parking spaces and 50% of all long-term bicycle parking spaces shall have access to an electrified 110V outlet.* The provision of the electrified outlet is to accommodate electric bicycle (“e-bike”) charging.

At the Regular Meeting of Council held January 10, 2022, members of Council questioned whether e-bike charging is needed at short-term bicycle parking facilities. Council discussion revolved around the perception that e-bike owners are generally uncomfortable leaving their battery and charging equipment in an unsecured parking facility, and the charging equipment itself can be large and poorly suited for transport via bicycle.

Anecdotal evidence from e-bike users collected by the project team seems to support these perceptions. Specific research on the subject was not identified. However, past studies do suggest that the vast majority of e-bike users consciously conserve their battery power when riding their e-bike and identify “range anxiety” as one of the most frequently cited disadvantages related to riding an e-bike<sup>1</sup>. The provision of chargers at short-term bicycle parking spaces would provide charging to those stuck with a depleted battery, and conceivably reduce range anxiety for some.

Also, guidance in the region for such a requirement is contained within the 2018 *Electric Vehicle + Electric Bicycle Infrastructure Planning Guide* developed by the Capital Regional District (CRD). It recommends that local governments in the Capital Region adopt development regulations to require 10% of short-term bicycle parking

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<sup>1</sup>For example, see page 21 of *A North American Survey of Electric Bicycle Owners, 2018, National Institute for Transportation and Communities (NITC)* <https://rosap.ntl.bts.gov/view/dot/37442>

spaces have access to an electrical outlet for multi-family residential and commercial uses. Staff note that the current proposed requirement would be double (20%) what was recommended in the 2018 CRD guide.

**OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw, Section 5.2.7* to the following to exclude requirement for an electrified outlet associated with short-term bicycle parking:
  - A minimum of 50% of all long-term bicycle parking spaces shall have access to an electrified 110v outlet; **OR***
- c) Provide alternate direction.

**4. Whether to include specific areas such as Kelly Road and the Western part of Sooke Road in the Urban Centres Map**

**BACKGROUND**

The draft *Off-Street Parking Regulations Bylaw, Section 3.1.1* identifies areas defined as "Urban Centre". Areas within the Urban Centre area align with Official Community Plan (OCP) designations, taking in areas identified as Colwood Corners, Seaside Village, Neighbourhood Centre, Neighbourhood Hub, Mixed Use Employment Centre and Transit Growth Area. These areas generally have or are anticipated to have better access to public transit and more opportunities for walking and cycling, leading to reduced reliance on personal vehicles and lower parking demand.

The Urban Centre area is referenced in the draft *Off-Street Parking Regulations Bylaw No. 1909* with lower parking supply requirements for select land uses as compared to other areas, as well as with differing maximum parking provisions to reflect the higher densities in Urban Centre areas.

At the Regular Meeting of Council held January 10, 2022, members of Council suggested that the area contained identified as Urban Centre should be reduced. Areas surrounding Kelly Road and the western section of Sooke Road were specifically identified. Also mentioned at the January 10<sup>th</sup> Council Meeting was the



**Fig. 1** Excerpted FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS in Section 3.1.1 of the draft Off-Street Parking Regulations Bylaw showing potential areas of exclusion shaded in yellow (Kelly Road and Sooke Road West) and green (Other sections of Transit Growth Area).

Neighbourhood Centre centred at the intersection of Veterans Memorial Parkway and Latoria Road. These areas are currently mostly predominated by single-family housing. However, the OCP designates them as “intended growth areas” within the “Transit Growth Area” and “Centres” designations, and are eligible for rezoning to permit higher residential densities. Maintaining the current proposed “Urban Centre” designation in the draft Off-street Parking Bylaw would align with the OCP’s direction to incentivise walkable and transit supportive development in these areas.

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update FIGURE 1. “URBAN CENTRE” AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS in Section 3.1.1 of the draft *Off-Street Parking Regulations Bylaw*, to exclude areas adjacent to Kelly Road and the western extent of Sooke Road as shaded in yellow in the above map (Fig. 1); **AND/ OR**
- c) Update FIGURE 1. “URBAN CENTRE” AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS in Section 3.1.1 of the draft *Off-Street Parking Regulations Bylaw*, to exclude areas located withing the Transit Growth Areas along Sooke Road and Veterans Memorial Parkway, as shaded in green in the above map (Fig 1); **OR**
- d) Provide alternate direction.

## 5. *Parking that exceeds 50% of the minimum (wording)*

### BACKGROUND

At the Regular Meeting of Council held January 10, 2022, members of Council raised issues with the wording of the draft *Off-Street Parking Regulations Bylaw no. 1909, Section 3.1.3(a)*, which states: “Where parking supply exceeds 50% of the minimum requirement, all parking supply shall be provided as structured parking”. As stated, Council concerns relates to “50% of the minimum requirement” being interpreted as half of the requirement and not as 1.5 times the minimum requirement per the intent of the regulation. To address this staff recommend amending the draft Off-street Parking Bylaw

### OPTIONS

Council may wish to consider the following options:

- a) Update wording in the draft *Off-Street Parking Regulations Bylaw no. 1909, Section 3.1.3a* to the following:  

*Where the parking supply is greater than 50% in excess of the minimum requirement, all parking supply shall be provided as structured parking; (Recommended); OR*
- b) Provide alternate direction.

## 6. *Parking variances delegated to staff or be a Council decision*

### BACKGROUND

The draft *Parking Variance Policy, Section 3* includes that review and approval of minor parking variances are made by staff (minor is defined as ten parking spaces and not less than 10% of the total required supply). The primary objective of this proposed policy is to streamline the process for small parking variance requests.

At the Regular Meeting of Council held January 10, 2022, some members of Council stated a preference for minor variances to continue to brought before Council. This reflects the City’s current practices, which sees all development variance permit applications come before Council. Proposed is a policy that would delegate adjudication of minor variances to City staff. Also proposed is that City require a technical study prepared by a

qualified transportation professional to City staff's satisfaction accompany a variance request to demonstrate how the proposal meets identified criteria, the impact of each on reducing parking needs, and that the proposed parking supply is appropriate. Please see the previously presented section 2.1.4 of *Colwood Parking Bylaw Update WORKING PAPER NO.3 -Strategic Direction* for more detailed background information concerning the proposed *Parking Variance Policy*. If Council wishes to not delegate minor parking variances to staff Section 3 of the policy could be deleted and it would simply be used to guide development variances that follow a Council approval process.

#### OPTIONS

Council may wish to consider the following options:

- a) Retain Section 3 of the draft *Parking Variance Policy* and refer minor parking variances to staff; **OR**
- b) Delete Section 3 of the draft *Parking Variance Policy* and continue the current practice of all parking variance requests being referred to Council by; **OR**
- c) Take no action and not adopt the proposed Parking Variance Policy in its entirety; **OR**
- d) Provide alternate direction.

#### **7. Process for Council to change parking requirements if there are parking issues**

##### BACKGROUND

At the Regular Meeting of Council held January 10, 2022, members of Council asked if the City's parking regulations could include a provision that would give the City the ability increase off-street parking requirements in an area in the face of an issue such as parking shortages leading to localized traffic congestion. Section 525 of the *Local Government Act (LGA)* states that a local government may by bylaw require owners or occupiers of any land, or of any building or other structure to provide minimum amounts of off-street parking. Section 528 of the *LGA – Non-conforming uses: authority to continue use* dictates that once enshrined within a bylaw, new minimum parking requirements can only apply to new land uses, buildings or other structures that arise after the associated bylaw is adopted. Therefore, the City cannot use its powers under the *LGA* to increase minimum off-street parking requirements as they would be applied to existing land uses that were lawfully undertaken under the previous off-street parking requirements.

##### OPTIONS

- a) Give consideration to the above staff commentary **AND/OR**
- b) Provide direction on bylaw changes.

#### **8. Language for potential increase to parking in areas that Council or staff consider appropriate**

##### BACKGROUND

Council questioned at their January 10, 2022 Regular Meeting whether increases beyond minimum off-street parking requirements could be imposed if the City felt it was appropriate. As mentioned in the above item, there are restrictions to how the City can apply new parking requirements to existing development. However, when rezoning to change land uses and/or increase development density, Council may take into consideration specific circumstances that warrant consideration of minimum parking requirements that are in excess of bylaw minimums and apply higher requirements as a condition of rezoning. Council may wish to consider directing staff to undertake a review of the adequacy of the Off-street Parking Bylaw requirements based on the site-specific characteristics as part of the City's processing of all rezoning applications. This would ensure that Council has the opportunity to consider imposing increased parking requirements as a condition of rezoning.

**OPTIONS**

Council may wish to consider the following options:

- a) Give consideration to the above staff commentary **AND/OR**
- b) Direct staff to undertake a review of the adequacy of the Off-street Parking Bylaw requirements based on the site-specific characteristics as part of the City's processing of all rezoning applications.

**9. Address setbacks from columns and be limited to only surface parking lots****BACKGROUND**

Section 3.6.3 of the draft *Off-Street Parking Regulations Bylaw*, includes a requirement for additional parking space width where a space abuts an obstruction. The proposed regulation is as follows:

*Where a parking space abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:*

- a. *Include an additional 0.3m in width where it abuts an obstruction on one side.*
- b. *Include an additional 0.6m in width where it abuts an obstruction on both sides.*

The City's required parking space width is 2.6m, whereas vehicles are commonly 1.8-2.0m wide. Parked appropriately, this leaves approximately 0.3m between a parked vehicle and the edge of a parking space. Where typically a vehicle may encroach into the adjacent parking space while maneuvering in and out of a parking space, the presence of an obstruction does not allow encroachment. The proposed regulation would create similar width to complete maneuvers for all parking spaces.

At the Regular Meeting of Council held January 10, 2022, members of Council expressed concern over the cost associated with providing additional width and the impact it might have on development feasibility. Council clarified their concern is related only to structured parking facilities and not surface parking facilities.

Both the City of Victoria and Nanaimo have recently undertaken similar comprehensive reviews of parking regulations and have included a similar requirement for additional width where adjacent an obstruction. Neither limits the requirement to surface parking facilities. That being said, staff acknowledge that the imposition of this proposed requirement would increase the size and associated costs of constructing structured parking facilities, and many jurisdictions allow such things as pillars to encroach into parking spaces.

Council may wish to consider keeping the proposed bylaw requirement if ease of access/egress to/from parking structured spaces is determined to be the priority, or conversely delete it from the draft Off-street Parking Bylaw if the potential added costs stemming from the requirement is seen to be more important.

**OPTIONS**

Council may wish to consider the following options:

- a) Retain Section 3.6.3 of the draft *Off-Street Parking Regulations Bylaw No.1909* to require additional width for parking spaces adjacent a vertical obstruction; **OR**
- b) Alter Section 3.6.3 of the draft *Off-Street Parking Regulations Bylaw no.1909* to the following so that the requirement for additional width only applies to surface parking facilities; **OR**

*"Where a parking space in a surface parking facility abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:*

- a. *Include an additional 0.3m in width where it abuts an obstruction on one side.*
- b. *Include an additional 0.6m in width where it abuts an obstruction on both sides."*

- c) Provide alternate direction.

### **10. Loading zones in front of buildings larger than the size of one parking spot**

#### **BACKGROUND**

The draft *Off-Street Parking Regulations Bylaw* includes a requirement for one Residential, Multi-Family (Apartment) uses consisting of ten (10) or more units to include one dedicated loading space with dimensions consistent with conventional vehicle requirements elsewhere in the *Bylaw* (i.e., 2.6m wide and 5.8m deep).

At the Regular Meeting of Council held January 10, 2022, members of Council suggested that loading spaces associated with Residential, Multi-Family (Apartment) uses should be large enough to accommodate larger vehicles such as delivery and moving vans. This would make it easier for large vehicles to access multi-family complexes but would increase space requirements for related parking facilities and potentially create a situation where costly land is underutilized for relatively infrequent visits of moving vans et cetera.

#### **OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Require that loading spaces associated with Residential, Multi-Family (Apartment) uses are large loading spaces consistent with those provided for other land uses by removing *Section 4.2.4a* of the draft *Off-Street Parking Regulations Bylaw no.1909* and altering *Section 4.2.4b* to state “*In no case shall the dimensions of a loading space be less than 30 m<sup>2</sup>.*”; **OR**
- c) Provide alternate direction.

### **11. Minimum of one accessible spot in every parking lot**

#### **BACKGROUND**

*Section 3.4* of the draft *Off-Street Parking Regulations Bylaw*, includes a requirement for one accessible parking space where the total vehicle parking requirement is 11 spaces or greater, with additional accessible parking spaces required in larger parking facilities and higher supply rates required for high-generating land uses such as Hospital and Congregate Housing and Group Home Use.

The proposed requirement represents an increase from the City’s current requirement, which specifies that one accessible parking space is required in any development requiring 25 or more total parking spaces.

At the Regular Meeting of Council held January 10, 2022, it was suggested that all parking lots should have a minimum of one accessible parking space. This was interpreted by staff to only apply to very small-scale facilities such as those associated with single-family houses, duplexes and small attached housing complexes (see \*Residential exemption in *Option b* below).

A review of accessible parking requirements in other local municipalities was included in the Working Paper No. 1 prepared as part of this review found that the City’s current requirement is similar to most other local jurisdictions. The District of Sooke was the only local jurisdiction with a significantly higher accessible parking requirement, where when two parking spaces are required one must be an accessible space. Staff submit that requiring an accessible parking space for all parking facilities would improve access to those that require their use. However, it would also reduce their efficiency as the additional accessible parking spaces located at sites that generate lower parking demand would be more likely to be underutilized given the smaller population of users authorized to use them.

**OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update *Table 2* from the draft *Off-Street Parking Regulations Bylaw no.1909* as identified below so that all parking facilities require at minimum one parking space; **OR**

Total Vehicle Parking Supply Required	Accessible Parking Supply Required
1 – 50 spaces*	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

\* Residential uses requiring less than 11 spaces are exempted.

- c) Provide alternate direction.

**12. Provision of van accessible parking stalls**

**BACKGROUND**

At the Regular Meeting of Council held January 10, 2022, Council requested that specific requirements for van accessible parking spaces be included in the *Off-Street Parking Regulations Bylaw*.

Van accessible parking spaces differ from other accessible parking spaces by including additional parking space width to facilitate mobility device lift equipment and maneuvering, as well as not necessarily requiring that parking spaces are located directly adjacent to primary building entrances provided clear and direct passage is provided.

The opportunity to include van accessible parking requirements was identified in background documents prepared for the parking regulations review (Working Paper no.3, pages 27-32).

**OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw no.1909* as identified below to include a requirement for van accessible parking spaces as follows:

- i. Add the following requirements to Section 3.4 so that a portion of required accessible parking spaces are required to be van accessible parking spaces:

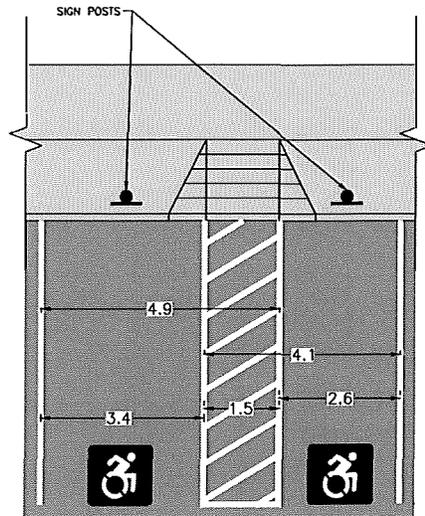
*The first required accessible parking space shall meet the design requirements for both accessible parking spaces and van accessible parking spaces.*

*Where five or more accessible parking spaces are required, one shall be provided as a van accessible parking space. and*

- ii. Add the following requirement to Section 3.11.2 to clarify required dimensions for van accessible parking spaces; *and*

*Van accessible parking spaces shall be a minimum of 4.9m in width.*

- iii. Replace *Figure 2* with the figure shown below to include van accessible parking space dimensions;



;OR

- c) Provide alternate direction.

### 13. Number of accessible scooter parking spots per building

#### BACKGROUND

The draft *Off-Street Parking Regulations Bylaw*, Section 5.1 includes a proposed requirement for Congregate Housing and Group Home Uses of one space per building, plus one additional space per 50 parking spaces required. In addition, the draft Bylaw proposes one mobility scooter parking space per building for hotel, commercial and shopping centre uses.

At the Regular Meeting of Council held January 10, 2022, it was suggested that a greater number of mobility scooter parking spaces may be appropriate, including the possibility of one mobility scooter parking space per building floor. Staff suggest that using the number of building floors may not be an effective measure for required mobility scooter parking spaces given the potential for large single-storey buildings to create larger scooter parking demands and relatively small multi-storey buildings to generate lower demands. Council may wish to simply consider amending the existing triggers specified Table 5 of the draft Off-Street Parking Regulations Bylaw if increased mobility scooter parking is desired -e.g. by a factor of 2x.

#### OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update *Table 5* from the draft *Off-Street Parking Regulations Bylaw No. 1909* such that the minimum required spaces are increased by a factor of 2x; **OR**
- c) Provide alternate direction.

#### **14. Connection to rental suites configuration and number of parking spots required**

##### **BACKGROUND**

The draft *Off-Street Parking Regulations Bylaw, Section 3.1 (Table 1)* includes a requirement for one parking space per Secondary Suite. The requirement does not change based on the size or number of bedrooms contained in the suite.

At the Regular Meeting of Council held January 10, 2022, members of Council identified a desire to consider the parking supply associated with Secondary Suites that reflects the size or number of bedrooms contained in the suite. This would better align with the proposed requirement for Residential, Multi-Family uses where parking requirements are higher for units with a greater number of bedrooms.

A requirement for more than one parking space associated with a secondary suite would make fitting off-street parking on small single-family lots challenging when combined with the requirement for two parking spaces for the primary dwelling. This would likely lead to many new single-family homes developed in Colwood to be built with only one-bedroom secondary suites. This would reduce the number of more affordable housing options that the City's Housing Needs Report indicates are dearly needed it would also reduce the ability for homeowners to gain income from suite rents that can otherwise be used to cover the increasing costs of homeownership.

Enforcement of secondary suites in Colwood typically occurs at the building permit stage, with limited enforcement once occupied. This may prove challenging to enforce if subsequent interior alterations are made.

##### **OPTIONS**

Council may wish to consider the following options:

- d) Make no change; **OR**
- e) Update *Table 1* from the draft *Off-Street Parking Regulations Bylaw no.1909* to include a requirement for "1 per bedroom" for Secondary Suite and Accessory Dwelling Unit uses; **OR**
- f) Provide alternate direction.

#### **15. Single Family Dwelling requirements of two parking space on the property not including garage and additional parking spots for suites depending on size**

##### **BACKGROUND**

At the Regular Meeting of Council held January 10, 2022, members of Council expressed concern over allowing parking in garages to contribute toward meeting off-street parking requirements. This stemmed from an appreciation that garages are often used for other purposes other than parking vehicles. Members of Council suggested for single-family dwellings, at minimum two parking spaces for the primary dwelling and required suite parking should be provided on the property external to the garage. This would likely reduce the demand for on-street parking generated by dwellings with secondary suite. However, not counting garage parking towards the required number spaces would be major impediment to the creation of new secondary suites in small-lot developments (lots less than 550 m<sup>2</sup> in area). As demonstrated by the draft Small Lot Design Guidelines, mandating that required parking be external to a garage also drastically impacts front yards and limits opportunities for soft landscaping. Reduction to future potential new more affordable rental suites and associated rental incomes steams would also be curtailed.

##### **OPTIONS**

Council may wish to consider the following options:

- a) Make no change; **OR**

- b) Update *Section 3.6* from the draft *Off-Street Parking Regulations Bylaw no.1909* to include a requirement that when; **OR**
- c) Provide alternate direction.

**COMMUNICATIONS**

For full summaries of the communications activities related to the draft Off-Street Parking Regulations Bylaw and draft Parking Variance Policy, please refer to the Staff Reports submitted to the Committee of the Whole on May 3, 2021 and to Council on January 10, 2022. Following initial readings the of the Colwood Off-Street Parking Regulations Bylaw No. 1909, 2022, and Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking), Bylaw No. 1916, 2022, a public hearing will be advertised and held as per City’s Land Use Procedures Bylaw.

**TIMELINES**



**FINANCIAL CONSIDERATION**

No additional significant financial considerations for the City of Colwood result from the Draft Off-Street Parking Regulations Bylaw and draft Parking Variance Policy.

Respectfully submitted,

Iain Bourhill, RPP, MCIP  
 Director of Community Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation

Robert Earl  
 Chief Administrative Officer

Attachments:  
 Attachment A - Parking Variance Policy



PARKING VARIANCE POLICY		
ORIGIN:	COMMUNITY PLANNING	AMENDED:
DATE OF ISSUE:		ADOPTED:

## PURPOSE

Where an applicant is seeking to provide fewer parking spaces than the amount required by the City of Colwood (“City”) *Off-Street Parking Regulations Bylaw No. 1909*, the conditions identified in this policy are to be used to evaluate the parking variance request.

The City does not support variances in the maximum parking supply requirements contained in the *Off-Street Parking Regulations Bylaw No. 1909*.

## POLICY

### Definitions

- **End-of-Trip Cycling Facilities** – Facilities provided to improve the comfort and attractiveness of cycling that may include showers, lockers and change areas.
- **Frequent Transit Network (FTN)** – The FTN refers to corridors with frequent, direct and reliable transit service between areas of highest demand, as identified in the Official Community Plan.

### Referral

Review and approval of parking variances by Development Variance Permit are made by City of Colwood staff where the reduction is ten parking spaces or less and represents not more than 10% of the required parking supply.

All other variance requests are referred to Council for approval.

### Technical Study

A parking variance request should be accompanied by a technical study prepared by a qualified transportation professional. The technical study must demonstrate that the proposed parking supply will not result in negative on-site or surrounding parking conditions and quantify the impact of each condition in supporting the variance.

The technical study is referred to the City’s Director of Development Services or designate for review.

### Conditions

A parking variance should be supported by one or more of the following conditions. The impact of each condition in reducing parking demand and supporting the requested parking variance should be identified in a technical study.

- Housing Diversity

b. Transportation Demand Management

Where transportation demand management (TDM) initiatives are proposed that are anticipated will result in a measurable reduction in parking demand in perpetuity, including one or more of the following initiatives:

- Carshare: Provision of a carshare vehicle, reserved parking space for a carshare vehicle, memberships in a carshare service and/or financial subsidies toward carshare use;
- Transit: Contributions toward transit infrastructure upgrades and/or provision of financial subsidies toward public transit use;
- Bikeshare: Provision of a bikeshare service and/or financial subsidies toward bikeshare use;
- Bicycle Facilities: Provision of bicycle parking, electric bicycle charging and/or end-of-trip cycling facilities beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*; and
- Other: Other TDM opportunities that are anticipated to result in a measurable reduction in parking demand.

c. Transit Proximity

Where proximity to the Frequent Transit Network (FTN) is anticipated to result in reduced parking demand. Transit proximity may only be used as rationale for a parking variance for Multi-Family Residential, Commercial and Institutional land uses, and may not be applied for sites in the “Urban Centre” area defined in the *Off-Street Parking Regulations Bylaw No. 1909*.

d. Shared Parking

Where site land uses exhibit complementary parking demand patterns and a means of ensuring parking will remain unassigned (i.e., unreserved) is identified to the satisfaction of the City’s Director of Development Services or designate.

Shared parking between visitors and commercial land uses may not be used as rationale for a parking variance.

e. Parking Facility Design

Where parking facility design exceeds the minimum requires established in the *Off-Street Parking Regulations Bylaw No. 1909* and includes features consistent with the objectives of the Official Community Plan (OCP). This may include the provision of structured parking, stormwater management provisions, trees and landscape, urban and pedestrian realm amenities, and other features beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*.



**CITY OF COLWOOD  
BYLAW NO. 1909**

**A BYLAW TO REGULATE OFF-STREET PARKING IN THE CITY OF COLWOOD**

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**WHEREAS** Section 525 of the Local Government Act authorizes the City of Colwood to, by bylaw, require, establish design standards and accept cash instead in relation to off-street parking and loading spaces;

**THEREFORE** the Council of the City of Colwood, in an open meeting assembled, hereby enacts as follows:

**SECTION 1 – TITLE AND ADMINISTRATION**

**1.1 Citation**

This Bylaw may be cited as the City of Colwood’s “Off-Street Parking Regulations Bylaw No. 1909, 2022”.

**1.2 Definitions**

The Definitions as established in Section 1.2 of City of Colwood, Land Use Bylaw No. 151 1989 are applicable in the interpretation of this Bylaw.

In this Bylaw, unless otherwise stated, the following definitions shall apply:

**“Arts and Cultural Facility”** means a facility used for displaying, storing, restoring or the holding of events related to art, literature, music, history, performing arts or science including, but not limited to: an art gallery, archive, museum, theatre, or interpretive centre.

**“Assembly Use”** means a use providing for the gathering of people or artifacts for scientific, private educational, cultural, religious, philanthropic, or charitable, and includes but is not limited to a convention centre, banquet hall, funeral parlour, community centre, and stadiums or arenas.

**“Bicycle Parking Space”** means an area of land or building used for Short-Term or Long-Term Bicycle Parking.

**“Brewery / Distillery”** means a building or structure used for the production of beer, cider, wine, or other spirits.

**“Day Care Centre”** means the use of land and building for the purpose of providing provincially licensed daily care to children.

**“Furniture and Appliance Sales”** means the commercial use of a building providing for the retail sale, or wholesale and retail sale of furniture, wall coverings, floor coverings, or major household appliances.

**“Hardsurfaced”** means covered or finished with a durable, dust-free road surface construction of concrete, asphalt, or similar material.

**“Institutional Collections Storage”** means a facility used for the archiving, storage, and display of historically and/or culturally important works, artifacts, or specimens.

**“Long-Term Bicycle Parking”** means a bicycle space primarily designed to provide long-term parking for employees or residents of the building.

**“Off-Street Parking”** means all vehicle, bicycle, mobility scooter, and energized parking spaces, facilities, and structures not located on a highway.

**“Oversized Bicycle”** means larger, non-standard bicycles such as cargo bikes, bicycles with trailers, recumbent bicycles, and other larger bicycles.

**“Permeable”** means hard surfacing specifically designed to allow the movement of water to flow through the surface, but does not include unconsolidated materials such as crushed rock, gravel, grass, earth or other loose materials.

**“Recreational Facility”** means a use of land, buildings, or structures designed and equipped for sports and recreational activities, including but not limited to swimming pools, ice rinks, curling rinks, gymnasiums excluding any facilities or activity involving mechanical rides or the use of power driven vehicles other than golf carts.

**“Short-Term Bicycle Parking”** means bicycle spaces primarily designed to provide short-term parking for persons who are not residents or employees of the building.

**“Structured Parking”** means a parking area contained within a building or structure.

## SECTION 2 – OFF-STREET PARKING REQUIREMENTS AND REGULATIONS

### 2.1 Application

1. Owners of land, or any building or structure, within the City of Colwood, shall provide and maintain off-street parking and loading spaces in accordance with the requirements of this Bylaw.
2. If land, or a building or structure, is used other than for a use specifically listed in this Bylaw, the parking or loading requirements for that use shall be determined by reference to the most similar use that is specifically listed.
3. All required parking and loading spaces shall be located entirely within the same lot as the building, structure or use for which they are intended to serve.

### 2.2 Existing Uses

1. The regulations contained within this Bylaw shall not apply to buildings, structures, or uses existing at the time of adoption of this Bylaw, except:
  - a. Where any building, structure or lot undergoes a change of use that results in an increase in the parking requirement beyond 20% of the required parking prior to the change of use, the off-street parking shall be increased to equal or exceed the parking required in applying the provisions of this Bylaw.

### 2.3 Calculation of Parking and Loading Requirements

1. When the calculation of vehicle space or loading space requirements results in a fractional figure, it shall be rounded upward to the nearest whole number where the fractional portion is equal to or exceeds 0.5.
2. When the calculation of bicycle and scooter parking requirements results in a fractional number, it shall be rounded up to the next highest whole number.
3. In the case of different uses on the same lot, the total off-street parking and loading space requirement shall be the sum of the uses calculated separately.

## SECTION 3 – VEHICLE PARKING REQUIREMENTS

### 3.1 Vehicle Parking Supply

1. The minimum number of required off-street vehicle parking spaces are established in **Table 1**.
2. For the purposes of minimum off-street vehicle parking requirements, the “Urban Centre” area refers to any lot entirely or partially within those areas defined in **Figure 1**. Areas outside of the “Urban Centre” are defined as “All Other Areas”.
3. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “Urban Centre” area may exceed the minimum requirement by up to 10%, above which any additional parking supply in excess of the minimum requirement, including the initial 10% in excess of the minimum requirement, shall be provided as structured parking.
  - a. Where the parking supply exceeds 50% of the minimum requirement, all parking supply shall be provided as structured parking.
4. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “All Other Areas” area may exceed the minimum requirements by up to 30%.
  - a. Upon exceeding 10% of the minimum parking requirement, the entire parking area shall include the following design enhancements:
    - i. 10% of the total parking area is to be soft landscape and include trees.
    - ii. The parking area is to be surfaced with a durable permeable material.

**TABLE 1. MINIMUM VEHICLE PARKING SUPPLY REQUIREMENTS**

Use	Parking Requirement	
	Urban Centre	All Other Areas
<b>Residential</b>		
Residential, One-family Dwelling	2 per dwelling unit	
Secondary Suite and Accessory Dwelling Unit	1 per dwelling unit	
Duplex	2 per dwelling unit	
Attached Housing (including Triplex, Rowhouse, and Townhouse)	1.5 per dwelling unit	2 per dwelling unit
Residential, Multi-Family (Apartments)	0.8 per bachelor dwelling unit	1.0 per bachelor dwelling unit
	1.0 per one-bedroom dwelling unit	1.25 per one-bedroom dwelling unit
	1.3 per two-bedroom dwelling unit	1.6 per two-bedroom dwelling unit
	1.5 per dwelling unit greater than two bedrooms	2 per dwelling unit greater than two bedrooms
Congregate Housing and Group Home Use	1 per 120m <sup>2</sup> of gross floor area	
<b>Commercial</b>		
Animal Hospital	1 per 20m <sup>2</sup> of gross floor area	
Automotive Sales and Repairs	1 per 35m <sup>2</sup> of gross floor area	
Bank	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Boat Sales and Repairs	1 per 40m <sup>2</sup> of gross floor area	
Building Material Supply	1 per 80m <sup>2</sup> of gross floor area	
<u>Furniture and Appliance Sales</u>	1 per 80m <sup>2</sup> of gross floor area	
Gasoline Service Station and Car Wash	1 per 35m <sup>2</sup> of gross floor area	1 per 30m <sup>2</sup> of gross floor area
Hotel, Motel, Bed and Breakfast, and Other Short-Term Accommodation	1 per rental room	
Live / Work Studio or Home Occupation	1 per business in addition to the requirement for residential parking	
Home Occupation – Office Use Only	N/A	
Home Occupation - Daycare	2 plus 1 space per employee in addition to the requirement for residential parking	
Nurseries and Greenhouses	1 per 35m <sup>2</sup> of gross floor area used for retail use	
Offices	1 per 45m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area

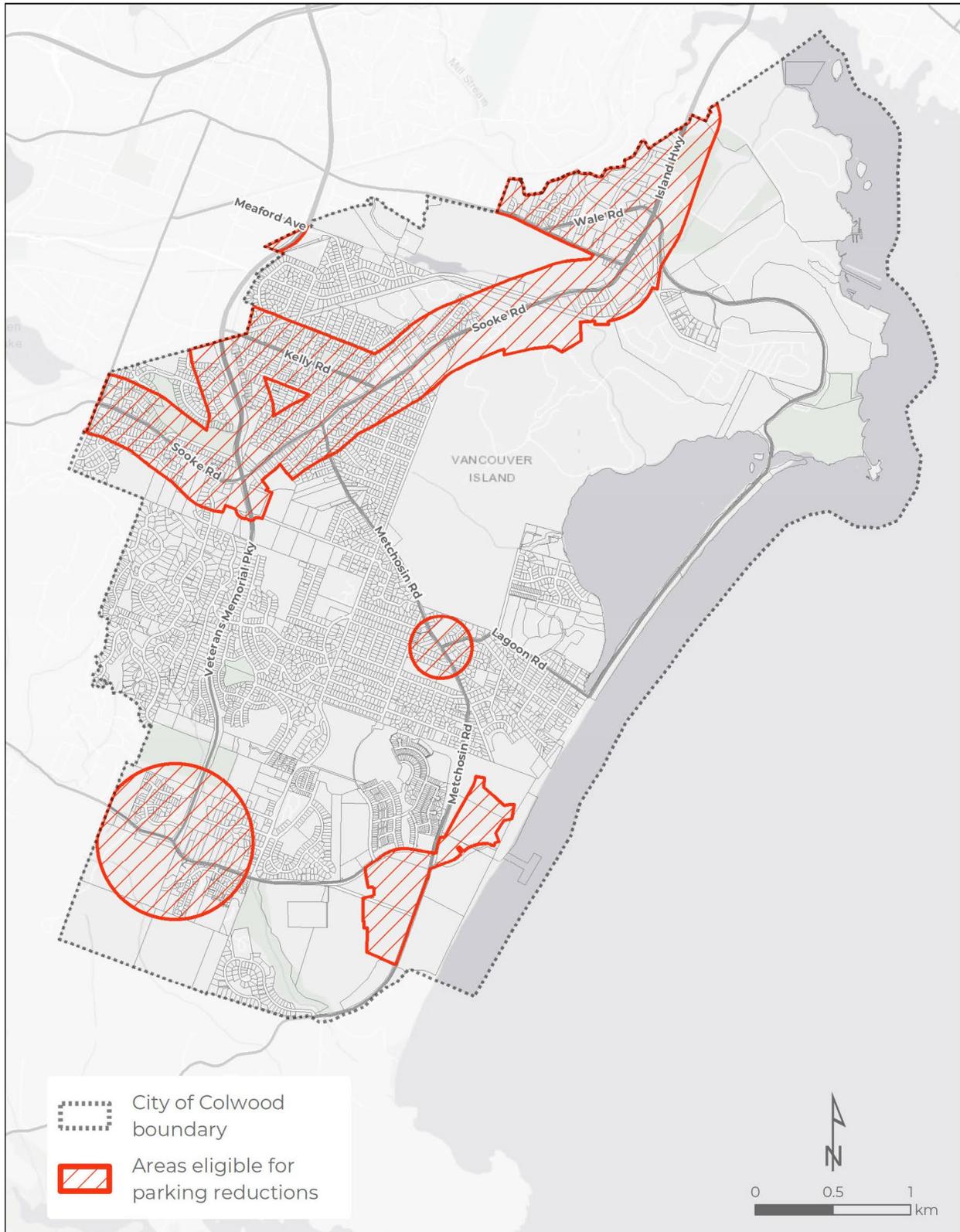
Use	Parking Requirement	
	Urban Centre	All Other Areas
Offices, Medical	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Personal Service	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area
Public House and Brewhouse	1 per 15m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses	1 per 10m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses
Restaurant (including Coffee Shop, Bakery)	1 per 15m <sup>2</sup> of gross floor area	1 per 10m <sup>2</sup> of gross floor area
Restaurant, Drive-in Business	1 per 20m <sup>2</sup> of gross floor area	
Retail Store, Supermarkets, Liquor and Other Retail Personal Uses	Less than 400m <sup>2</sup> of gross floor area - 1 per 36m <sup>2</sup>	Less than 400m <sup>2</sup> of gross floor area - 1 per 30m <sup>2</sup>
	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 42m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 35m <sup>2</sup>
	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 48m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 40m <sup>2</sup>
Shopping Centre	1 per 30m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area

Industrial	
Agriculture	1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses
<u>Brewery / Distillery</u>	1 per 100m <sup>2</sup> of gross floor area
Manufacturing and Industrial Uses	1 per 100m <sup>2</sup> of gross floor area
Warehouse, Storage and Mini-Storage	1 per 180m <sup>2</sup> of gross floor area

Institutional, Cultural and Recreational	
<u>Arts and Cultural Facility</u> (including museums and art galleries)	1 per 50m <sup>2</sup> of gross floor area
<u>Assembly Use</u> (including convention centres, banquet halls, funeral parlours, community centres, and stadiums or arenas)	1 per 15m <sup>2</sup> of gross floor area
Church	1 per 12m <sup>2</sup> of gross floor area used for Assembly
<u>Day Care Centre</u>	1 per 50m <sup>2</sup> of gross floor area
Golf Course	4 per golf hole
Golf Practice Range	1 per range tee
Hospital	1 per 50m <sup>2</sup> of gross floor area

Use	Parking Requirement	
	Urban Centre	All Other Areas
<u>Institutional Collections Storage</u>	1 per 125m <sup>2</sup> of gross floor area	
Post-Secondary Institution (University or College)	1 per 70m <sup>2</sup> of gross floor area	
<u>Recreational Facility</u> (including commercial recreational facilities, and similar uses)	1 per 20m <sup>2</sup> of gross floor area	
Scientific or Technological Research Facility	1 per 20m <sup>2</sup> of gross floor area	
School, Elementary and Middle	1 per 120m <sup>2</sup> of gross floor area	
School, Secondary	1 per 80m <sup>2</sup> of gross floor area	

FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS



**3.3 Small Car Parking Supply**

1. A maximum of 30% of the total required parking spaces may be designed for small cars.

**3.4 Accessible Parking Supply**

1. For Congregate Housing and Group Home Use, 15% of all required vehicle parking spaces shall be provided as accessible parking.
2. For Hospital uses, 15% of all required vehicle parking spaces shall be provided as accessible parking.
3. For all other uses, the minimum number of required accessible parking spaces is established in **Table 2**.

**TABLE 2. ACCESSIBLE PARKING SUPPLY REQUIREMENTS**

Total Vehicle Parking Supply Required	Accessible Parking Supply Required
0 – 10 spaces	0 spaces
11 – 50 spaces	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

**3.5 Visitor Parking**

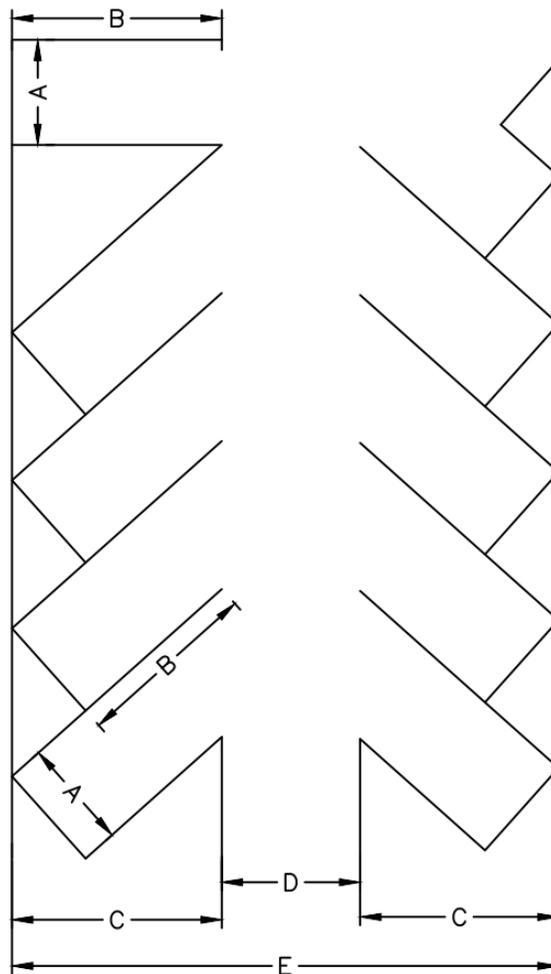
1. For Residential, Multi-Family uses, visitor parking shall be provided at a rate of 0.15 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
2. For Attached Housing uses, visitor parking shall be provided at a rate of 0.1 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
3. Visitor parking is not required for Residential, Multi-Family or Attached Housing uses located above Retail Store, Supermarkets, Liquor and Other Retail Personal Uses.
4. Visitor parking spaces shall be clearly marked “VISITOR” on the parking surface.

### 3.6 Parking Design and Layout

1. Vehicle parking space and aisle dimensions shall be in accordance with the standards outlined in **Table 3**.
2. All required parking spaces must have direct, unobstructed access to and from an adjacent highway or parking aisle, except that a maximum of one parking space provided for the following uses may be separated from an adjacent highway by one other parking space:
  - a. Attached Housing
  - b. Duplex
  - c. Residential, One-family Dwelling, provided that:
    - i. Parking space provided for a secondary suite or accessory dwelling unit have unobstructed access.
3. Where a parking space abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
  - a. Include an additional 0.3m in width where it abuts an obstruction on one side.
  - b. Include an additional 0.6m in width where it abuts an obstruction on both sides.
4. For Residential, One-family Dwelling and Duplex uses, no more than three (3) parking spaces per dwelling unit shall be permitted in a front yard.
5. For Mixed-Use buildings, parking spaces for residential dwelling units shall be separate from those provided for other uses and shall have a sign stating that the parking is for residential purposes only.
6. A required parking space may be open or enclosed, and may be outside, under, within, or on the roof of a building.

**TABLE 3. VEHICLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

Parking Angle	Parking Space / Aisle Dimensions				
	Width (A)	Length (B)	Depth to Curb (C)	Aisle Width	Total Module (E)
0°	2.6m	7.0m	2.6m	3.7m	8.9m
30°	2.6m	5.8m	5.2m	3.7m	14.1m
45°	2.6m	5.8m	5.9m	4.1m	15.9m
60°	2.6m	5.8m	6.3m	5.6m	18.2m
90°	2.6m	5.8m </td <td>5.8m</td> <td>7.6m</td> <td>19.2m</td>	5.8m	7.6m	19.2m



### 3.7 Surface Material

1. All off-street parking areas shall be hardsurfaced, except:
  - a. For an Industrial Use, any area at the rear or the side of the principal building provided or required for off-street vehicle parking need not be hardsurfaced, but shall be of such a surface that will minimize the carrying of dirt or foreign matter upon the highway.

### 3.8 Landscape

1. Where thirty (30) or more vehicle parking spaces are required and parking is provided in a surface parking area, a minimum of 5% of the parking area shall be landscape area consisting of grass, plants, trees, or stormwater management facilities.
2. Where a vehicle parking area is located adjacent to a highway, the parking area shall include a soft landscaped area of a minimum 1.0m in width between the parking area and the highway boundary.

### 3.9 Pedestrian Facilities

1. Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance.
2. Any vehicle parking spaces abutting a pedestrian walkway shall include a physical barrier that prevents a vehicle from protruding into the pedestrian walkway.

### 3.10 Small Car Parking Space Design

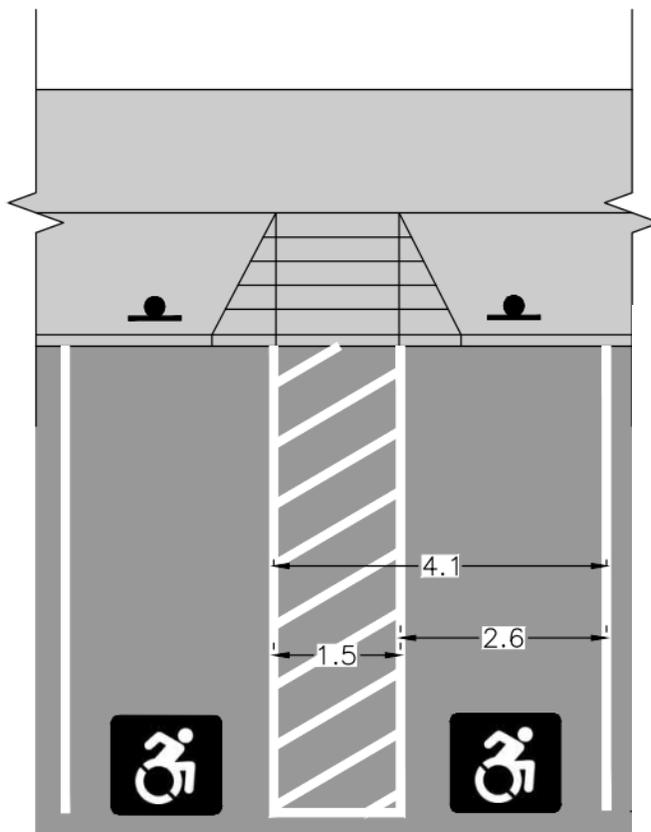
1. Small car parking spaces may be reduced in depth for 90-degree parking spaces from 5.8m to 4.5m.
2. Small car parking spaces shall include "SMALL CAR" on the parking surface.

### 3.11 Accessible Parking Design

1. Accessible parking spaces shall be located closest to the accessible building entrance or site access point.
2. Accessible parking space and aisle dimensions shall be in accordance with the standards outlined below and in **Figure 2**:
  - a. Accessible parking spaces shall be a minimum 4.1m in width.
  - b. All accessible parking spaces shall maintain an adjacent access aisle of a minimum 1.5m in width marked with a diagonal hatched pavement marking.
  - c. Two adjacent accessible parking spaces may share a single access aisle.

3. Where an accessible parking space abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
  - a. Include an additional 0.3m in width where it abuts an obstruction on one side.
  - b. Include an additional 0.6m in width where it abuts an obstruction on both sides.
4. Accessible parking spaces must have a firm, stable, and slip resistant surface.
5. Accessible parking spaces, adjacent drive aisles and key circulation corridors shall be level, with a maximum 5% slope in any direction.
6. Curb ramps shall be used on any curb between the parking space and the building entrance where needed to facilitate circulation between the parking surface level and sidewalk or walkway level.

**FIGURE 2. ACCESSIBLE PARKING DIMENSION REQUIREMENTS**



**SECTION 4 – LOADING SPACE REQUIREMENTS**

**4.1 Loading Space Supply**

1. For Residential, Multi-Family, Commercial, Industrial, Institutional, or other similar use, loading spaces shall be supplied as specified in this Section.
2. The minimum number of required loading spaces is established in **Table 4**.
3. For School uses, in addition to the requirement identified in **Table 4**, an appropriate number of loading spaces shall be provided for the use of school buses.

**TABLE 4. OFF-STREET LOADING SPACE SUPPLY REQUIREMENTS**

Use	Building Gross Floor Area (GFA)	Required Number of Loading Spaces
Retail Store, Shopping Centre and Industrial uses	300m <sup>2</sup> to 500m <sup>2</sup>	1
	500m <sup>2</sup> to 2,500m <sup>2</sup>	2
	Each additional 2,500m <sup>2</sup>	+1
Office, Hospital, School, Post-Secondary Institution, Assembly Use, Place of Public Assembly, or similar use	3,000m <sup>2</sup> to 6,000m <sup>2</sup>	1
	Each additional 3,000m <sup>2</sup>	+1
Residential, Multi-Family (Apartment) uses consisting of ten or more units		1

**4.2 Loading Space Design and Layout**

1. Access to the loading spaces shall be so arranged that no backing or turning movements of vehicles going to and from the lot causes interference with traffic on the adjoining or abutting highways.
2. All loading spaces shall be located on the lot so that they do not interfere with adjacent vehicle parking, driveway aisles or pedestrian walkways.
3. All loading spaces shall be screened from view from driveway entrances, parking areas, adjacent properties, and adjacent streets.
4. Loading spaces shall be of adequate size and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading.
  - a. For Residential, Multi-Family (Apartment) uses, the dimensions of a loading space shall conform to **Table 3**.
  - b. For all other uses, in no case shall the dimensions of a loading space be less than 30m<sup>2</sup>.

**SECTION 5 – BICYCLE AND MOBILITY SCOOTER PARKING REQUIREMENTS**

**5.1 Bicycle and Mobility Scooter Parking Spaces**

1. The owners or occupiers of any building in any zone shall provide short-term bicycle parking, long-term bicycle parking, and mobility scooter parking as specified in this Section.
2. The minimum number of required bicycle and mobility scooter parking spaces is established in **Table 5**.
3. In the case of a use not specifically mentioned, the required spaces shall be the same as for a similar use.

**TABLE 5. MINIMUM BICYCLE AND MOBILITY SCOOTER PARKING SUPPLY REQUIREMENTS**

Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Residential</b>			
One-Family Dwelling, Secondary Suite and Duplex	N/A		N/A
Attached Housing	1.0 per dwelling unit	6 spaces per building	N/A
Multi-Family Dwelling	1.0 per dwelling unit < 60m <sup>2</sup> 1.25 per dwelling unit > 60m <sup>2</sup>	6 spaces per building	N/A
Group Home Use	0.1 per dwelling unit	6 spaces per building	1 space per building, plus 1 additional space per 50 parking spaces required
<b>Commercial</b>			
Hotel, Motel	1 per 15 rental rooms	6 spaces per building	1 space per building
Bed and Breakfast	N/A	2 spaces per building	N/A
Offices, Retail, Services, Restaurant	1 per 250m <sup>2</sup> of gross floor area	6 spaces per building	1 space per building
Shopping Centre	1 per each 250m <sup>2</sup> of gross floor area for the first 5,000m <sup>2</sup> , and 1 per each 500m <sup>2</sup> of gross floor area for any additional area	6 spaces per building	1 space per building
<b>Industrial</b>			
All Industrial	1 per 1,000m <sup>2</sup> of gross floor area	6 spaces per building	N/A

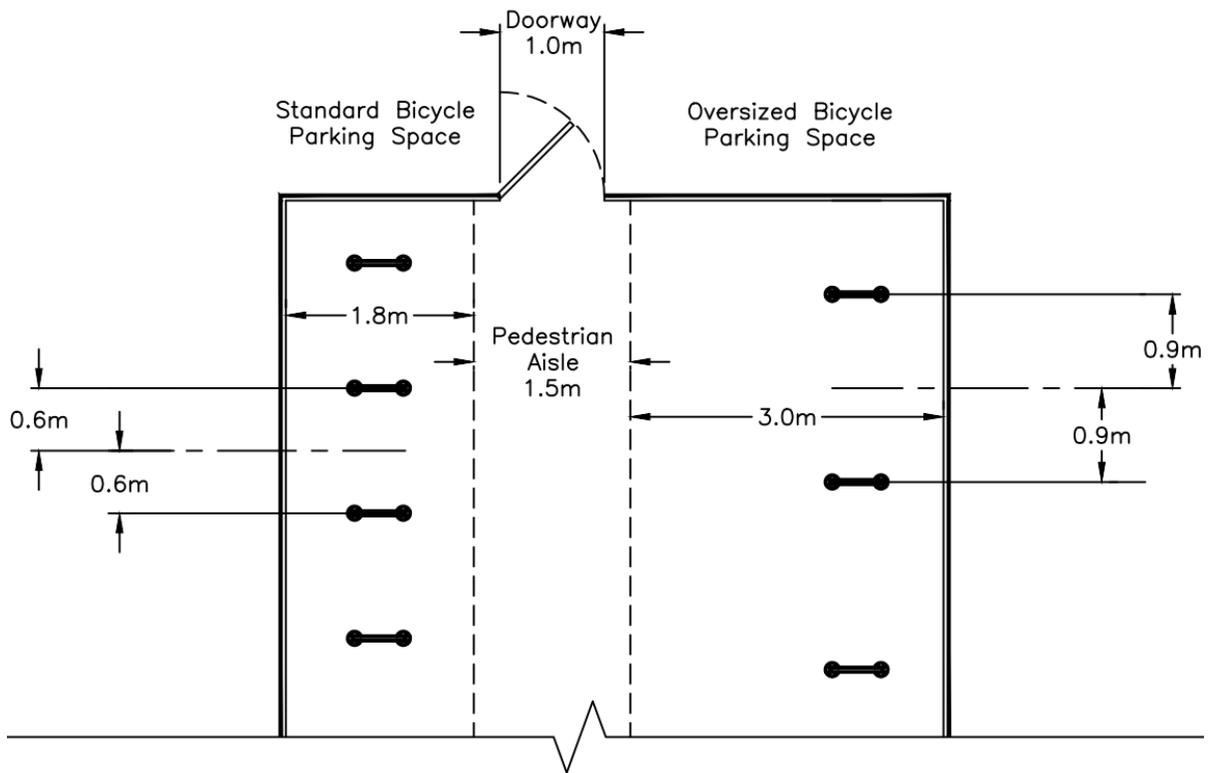
Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Institutional, Cultural and Recreational</b>			
<u>Assembly Use</u>	1 per 250m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	2 spaces per building
Civic Uses	1 per 250m <sup>2</sup> of gross floor area	1 per 200m <sup>2</sup> of gross floor area	2 spaces per building
Hospital	1 per 500m <sup>2</sup> of gross floor area	6 spaces at each public building entrance	2 spaces at each public building entrance
Church	1 per 500m <sup>2</sup> of gross floor area	6 spaces per building	2 spaces per building
School (Elementary, Middle, or Secondary)	1 per 1,600m <sup>2</sup> of gross floor area	1 per 125m <sup>2</sup> of gross floor area	N/A
Post-Secondary Institution (University or College)	1 per 500m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A
<u>Recreational Facility</u>	1 per 400m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A

**5.2 Bicycle Parking Design and Layout**

1. Bicycle parking space and aisle dimensions shall be in accordance with the standards outlined in **Table 6**.
2. All short-term bicycle parking spaces shall be located not more than 15m from the primary building entrance and accessible to visitors or the public.
3. Short-term bicycle parking shall be located at the surface level, physically separated from vehicle parking facilities, and not interfere with pedestrian travel.
4. The first twelve (12) short-term bicycle parking spaces and 50% of all remaining short-term bicycle parking spaces shall include overhead shelter with a vertical clearance of a minimum of 2.1m to protect bicycles from weather.
5. Long-term bicycle parking shall be located in a dedicated, fully enclosed, and weather-protected facility with controlled access.
6. Long-term bicycle parking shall be located at surface level or at the first level of a vehicle parking area accessed directly by elevator from a primary entrance or by a stairwell that includes a ramp for bicycles.
7. A minimum of 20% of all short-term bicycle parking spaces and 50% of all long-term bicycle parking spaces shall have access to an electrified 110V outlet.

**TABLE 6. BICYCLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

	Minimum Dimensions		
	Width	Depth	Overhead Clearance
Ground Anchored Rack (standard)	0.6m	1.8m	2.1m
Ground Anchored Rack (oversized)	0.9m	3.0m	
Wall Mounted Vertical Rack	0.6m	1.2m	
Access Aisle	1.5m		
Access Door			



**5.3 Oversized Bicycle Parking**

1. A minimum of 10% of the required long-term bicycle parking and short-term bicycle parking spaces shall be designed as oversized bicycle parking spaces.
2. Oversized bicycle parking spaces shall be provided as ground anchored racks.
3. Oversized bicycle parking spaces shall have minimum dimensions of 3.0m long and 0.9m wide.
4. A minimum of 50% of required oversized bicycle parking spaces shall have access to an electrified 110V outlet.

**5.4 Mobility Scooter Parking Design and Layout**

1. Mobility scooter parking spaces shall be no less that 1.0m wide and 1.5m long.
2. Mobility scooter parking spaces shall be located adjacent to the primary building entrance and must not impede pedestrian access to the building or sidewalk.
3. Mobility scooter parking spaces shall be secured and located within 2.0m of a 110V outlet.

**5.5 Cycling End-of-Trip Facilities**

1. The minimum number of required cycling end-of-trip facilities is established in **Table 7**.
2. Cycling end-of-trip facilities shall be provided in a common area and be located no more than 50m from the Long-Term Bicycle Parking area.

**TABLE 7. MINIMUM CYCLING END-OF-TRIP FACILITY REQUIREMENTS**

Required Number of <u>Long-Term Bicycle Parking Spaces</u>	End-of-Trip Facility				
	Water Closet	Wash Basin	Shower	Bicycle Repair Set	Clothing Locker
<b>Residential, Hotel</b>					
Residential, Multi-Family	0	0	0	1	0
Hotel, Motel	0	0	0	1	0
<b>All Other Uses</b>					
5 or less	0	0	0	0	1.25 times the number of required <u>Long-Term Bicycle Parking spaces</u>
6-10	0	1	1	1	
11-20	0	2	2	1	
21-30	0	3	3	1	
31-40	2	4	4	2	
For each additional 30 or part thereof	2 additional	2 additional	2 additional	1 additional	

**READ A FIRST TIME** on the        day of        2022

**READ A SECOND TIME** on the        day of        2022

**READ A THIRD TIME** on the        day of        2022

**ADOPTED** on the        day of        2022

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**Mayor**

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**Corporate Officer**

# Off-street Parking Bylaw & Variance Policy

Review of January 10, Council items

# 1. Raised crosswalks in commercial parking lots

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Alter the draft *Off-Street Parking Regulations Bylaw, Section 3.9.1* to the following to include a requirement for raised crosswalks in parking lots with 30 or more spaces;  

*“Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance and with raised crosswalks at intersections with streets and parking drive aisles”.* **OR**
- c) Provide alternate direction.

## 2. Sidewalks in commercial parking lots

### OPTIONS

- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw, Section 3.9.1* as identified below to include a requirement for a sidewalk in all parking lots associated with commercial land uses:

*A pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance.*

- a. For all Commercial land uses.*
- b. For all other uses, where thirty (30) or more vehicle parking spaces are required.*

**OR**

- c) Provide alternate direction.

# 3. Electric bike charging

## OPTIONS

Council may wish to consider the following options:

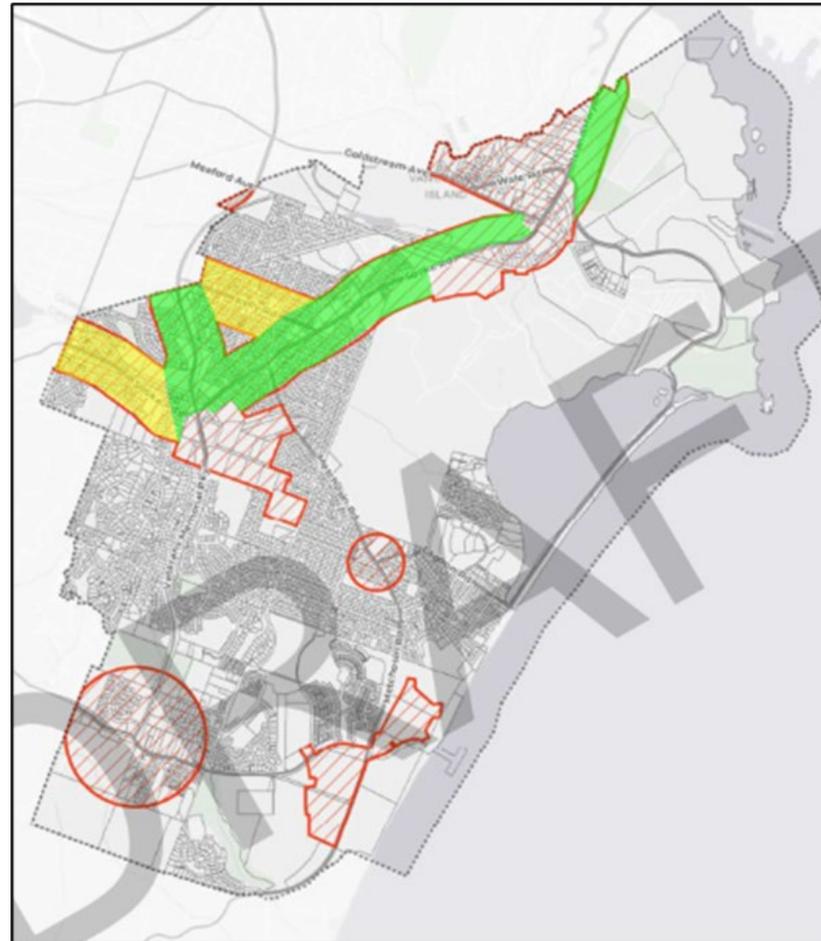
- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw, Section 5.2.7* to the following to exclude requirement for an electrified outlet associated with short-term bicycle parking:

*A minimum of 50% of all long-term bicycle parking spaces shall have access to an electrified 110v outlet;*

**OR**

- c) Provide alternate direction.

4. Whether to include specific areas such as Kelly Road and the Western part of Sooke Road in the Urban Centres Map



# 4. Whether to include specific areas such as Kelly Road and the Western part of Sooke Road in the Urban Centres Map

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update FIGURE 1. “URBAN CENTRE” AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS in *Section 3.1.1 of the draft Off-Street Parking Regulations Bylaw*, to exclude areas adjacent to Kelly Road and the western extent of Sooke Road as shaded in yellow in the above map (Fig. 1); **AND/ OR**
- c) Update FIGURE 1. “URBAN CENTRE” AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS in *Section 3.1.1 of the draft Off-Street Parking Regulations Bylaw*, to exclude areas located within the Transit Growth Areas along Sooke Road and Veterans Memorial Parkway, as shaded in green in the above map (Fig 1); **OR**
- d) Provide alternate direction.

# 5. Parking that exceeds 50% of the minimum (wording)

## OPTIONS

Council may wish to consider the following options:

- a) Update wording in the draft *Off-Street Parking Regulations Bylaw no. 1909, Section 3.1.3a* to the following:
  
  
  
  
  
  
  
  
  
  
- b) Provide alternate direction.

# 6. Parking variances delegated to staff or be a Council decision

## OPTIONS

Council may wish to consider the following options:

- a) Retain Section 3 of the draft *Parking Variance Policy* and refer minor parking variances to staff; **OR**
- b) Delete Section 3 of the draft *Parking Variance Policy* and continue the current practice of all parking variance requests being referred to Council by; **OR**  
Take no action and not adopt the proposed Parking Variance Policy in its entirety;  
**OR**
- d) Provide alternate direction.

# 7. Process for Council to change parking requirements if there are parking issues

- a) Give consideration to staff commentary **AND/OR**
- b) Provide direction on bylaw changes.

# 8. Language for potential increase to parking in areas that Council or staff consider appropriate

## OPTIONS

Council may wish to consider the following options:

- a) Give consideration to the staff commentary ***AND/OR***
- b) Direct staff to undertake a review of the adequacy of the Off-street Parking Bylaw requirements based on the site-specific characteristics as part of the City's processing of all rezoning applications.

# 9. Address setbacks from columns and be limited to only surface parking lots

## OPTIONS

Council may wish to consider the following options:

- a) Retain *Section 3.6.3* of the draft *Off-Street Parking Regulations Bylaw No.1909* to require additional width for parking spaces adjacent a vertical obstruction; **OR**
- b) Alter *Section 3.6.3* of the draft *Off-Street Parking Regulations Bylaw no.1909* to the following so that the requirement for additional width only applies to surface parking facilities; **OR**

*“Where a parking space in a surface parking facility abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:*

- a. Include an additional 0.3m in width where it abuts an obstruction on one side.*
- b. Include an additional 0.6m in width where it abuts an obstruction on both sides.”*
- c) Provide alternate direction.

# 10. Loading zones in front of buildings larger than the size of one parking spot

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Require that loading spaces associated with Residential, Multi-Family (Apartment) uses are large loading spaces consistent with those provided for other land uses by removing *Section 4.2.4a* of the draft *Off-Street Parking Regulations Bylaw no.1909* and altering *Section 4.2.4b* to state “*In no case shall the dimensions of a loading space be less than 30 m<sup>2</sup>.*”; **OR**
- c) Provide alternate direction.

# 11. Minimum of one accessible spot in every parking lot

## OPTIONS

Council may wish to consider the following options:

a) Make no change; **OR**

Update *Table 2* from the draft *Off-Street Parking Regulations Bylaw no.1909* as identified below so that all parking facilities require at minimum one parking space; **OR**

c) Provide alternate direction.

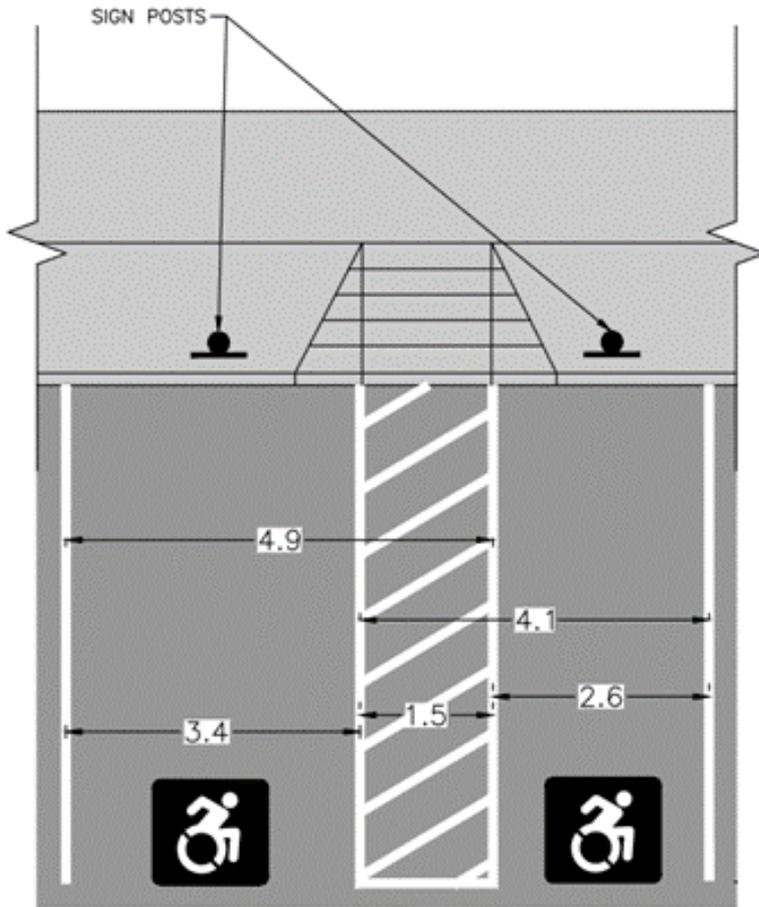
Total Vehicle Parking Supply Required	Accessible Parking Supply Required
1 – 50 spaces*	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

\* Residential uses requiring less than 11 spaces are exempted.

# 12. Provision of van accessible parking stalls

- a) Make no change; **OR**
- b) Update the draft *Off-Street Parking Regulations Bylaw no.1909* as identified below to include a requirement for van accessible parking spaces as follows:
  - i. Add the following requirements to Section 3.4 so that a portion of required accessible parking spaces are required to be van accessible parking spaces:
    - *The first required accessible parking space shall meet the design requirements for both accessible parking spaces and van accessible parking spaces.*  
*Where five or more accessible parking spaces are required, one shall be provided as a van accessible parking space. and*
  - ii. Add the following requirement to *Section 3.11.2* to clarify required dimensions for van accessible parking spaces; *and*
    - *Van accessible parking spaces shall be a minimum of 4.9m in width.*
  - iii. Replace *Figure 2* with the figure shown below to include van accessible parking space dimensions;

# 12. Provision of van accessible parking stalls



**...OR**

c) Provide alternate direction.

# 13. Number of accessible scooter parking spots per building

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update *Table 5* from the draft *Off-Street Parking Regulations Bylaw No. 1909* such that the minimum required spaces are increased by a factor of 2x; **OR**
- c) Provide alternate direction.

# 14. Connection to rental suites configuration and number of parking spots required

## OPTIONS

Council may wish to consider the following options:

Make no change; **OR**

b) Update *Table 1* from the draft *Off-Street Parking Regulations Bylaw no.1909* to include a requirement for “1 per bedroom” for Secondary Suite and Accessory Dwelling Unit uses; **OR**

c) Provide alternate direction.

# 15. Single Family Dwelling requirements of two parking space on the property not including garage and additional parking spots for suites depending on size

## OPTIONS

Council may wish to consider the following options:

- a) Make no change; **OR**
- b) Update *Section 3.6* from the draft *Off-Street Parking Regulations Bylaw no.1909* to include a requirement that when; **OR**
- c) Provide alternate direction.

# Thank You



Image Source: <https://www.bloomberg.com/>

## 7. BYLAWS

### 7.1. Bylaw No. 1923 - 2022 - 2026 Financial Plan Bylaw

MOVED BY: COUNCILLOR LOGAN  
SECONDED: COUNCILLOR KOBAYASHI

R2022-82 THAT "Five Year Financial Plan (2022 - 2026) Bylaw No. 1923, 2022" be given first, second and third reading.

CARRIED

### 7.2. Bylaw No. 1909 - Off-Street Parking Regulations Bylaw No. 1909, 2022

MOVED BY: COUNCILLOR PARKINSON  
SECONDED: COUNCILLOR KOBAYASHI

#### R2022-83 1. Raised Crosswalks in commercial parking lots

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", Pedestrian Facilities section include a requirement for raised crosswalks in parking lots with 30 or more spaces:

"Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance and with raised crosswalks at intersections with streets and parking drive aisles".

NOT VOTED ON DUE TO AMENDING MOTION

MOVED BY: COUNCILLOR BAXTER  
SECONDED: MAYOR MARTIN

R2022-84 THAT the main motion be changed from 30 spaces to 60 spaces.

CARRIED

OPPOSED: COUNCILLORS DAY AND LOGAN

**R2022-85 MAIN MOTION AS AMENDED:**

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", Pedestrian Facilities section include a requirement for raised crosswalks in parking lots with 60 or more spaces as follows:

"Where sixty (60) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance and with raised crosswalks at intersections with streets and parking drive aisles".

Wording in amended motion included as Section 3.9.2, section numbering adjusted accordingly

**CARRIED**

**MOVED BY: COUNCILLOR DAY**  
**SECONDED: COUNCILLOR BAXTER**

**R2022-86 2. Sidewalks in Commercial Parking Lots**

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", Pedestrian Facilities section include a requirement for a sidewalk in all parking lots associated with commercial land uses:

"A pedestrian walkway shall be installed over the length of the parking area providing direct access to the primary building entrance.

- a. For all Commercial land uses.
- b. For all other uses, where thirty (30) or more vehicle parking spaces are required."

Wording in motion included in place of Section 3.9.1

**CARRIED**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR BAXTER**

**R2022-87 3. Electric Bike Charging**

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", be updated to exclude a requirement for an electrified outlet associated with short-term bicycle parking.

**NOT VOTED ON DUE TO AMENDING MOTION**

**MOVED BY: COUNCILLOR KOBAYASHI**  
**SECONDED: COUNCILLOR PARKINSON**

R2022-88 THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", include regulations to require 10% of short-term bicycle parking spaces to have access to an electrical outlet for multi-family and commercial uses.

**CARRIED**

**OPPOSED: COUNCILLOR BAXTER**

R2022-89 **MAIN MOTION AS AMENDED:**

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", include regulations to require 10% of short-term bicycle parking spaces have access to an electrical outlet for multi-family and commercial uses.

Change made to Section 5.2.7

**CARRIED**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR KOBAYASHI**

R2022-90 **4. Whether to include specific areas such as Kelly Road and the western part of Sooke Road in the Urban Centres Map**

THAT the Draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" Vehicle Parking Supply section be updated as follows:

Update FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS to exclude areas adjacent to Kelly Road and the western extent of Sooke Road;

AND to exclude areas within the transit growth areas along Veterans Memorial Parkway with exception of where it abuts Sooke Road.

**DEFEATED**

**IN FAVOUR: COUNCILLORS DAY, KOBAYASHI AND PARKINSON**

**MOVED BY: COUNCILLOR LOGAN**  
**SECONDED: COUNCILLOR BAXTER**

R2022-91

**DEFEATED**

**IN FAVOUR: MAYOR MARTIN, COUNCILLORS BAXTER AND LOGAN**

**MOVED BY: COUNCILLOR PARKINSON  
SECONDED: COUNCILLOR KOBAYASHI**

R2022-92 THAT the Draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" Vehicle Parking Supply section be updated as follows:

Update FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS to exclude areas adjacent to Kelly Road and the western extent of Sooke Road.

**DEFEATED**

No change made

**DAY, KOBAYASHI AND PARKINSON**

Updated map provided separately reflecting R-2022-92 for use in future in case change is sought

R2022-93 **5. Parking that Exceeds 50% of the minimum**

THAT the wording in the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", Vehicle Parking Supply section be worded as follows:

Where the parking supply is greater than 50% in excess of the minimum requirement, all parking supply shall be provided as structured parking.

Update made to Section 3.1.3a

**CARRIED**

**OPPOSED: COUNCILLOR DAY**

**MOVED BY: COUNCILLOR PARKINSON  
SECONDED: COUNCILLOR KOBAYASHI**

R2022-94 **6. Parking Variances Delegated to Staff or be a Council Decision**

THAT the Referral Section of the draft Parking Variance Policy be deleted and continue the current practice of all parking variance requests being referred to Council.

Entire "Referral" sections removed from Parking Variance Policy

**CARRIED**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR LOGAN**

R2022-95      **7. Process for Council to change parking requirements if there are parking issues**

THAT Council consider information provided regarding the process for Council to change parking requirements if there are parking issues in the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" and Parking Variance Policy report dated March 14, 2022.

No change made

**CARRIED**

**MOVED BY: COUNCILLOR BAXTER**  
**SECONDED: COUNCILLOR LOGAN**

R2022-96      **8. Language for potential increase to parking in areas that Council or staff consider appropriate**

THAT Council consider information provided regarding the language for potential increase to parking in areas that Council or staff consider appropriate in the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" and Parking Variance Policy report dated March 14, 2022.

**NOT VOTED ON DUE TO AMENDING MOTION**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR DAY**

R2022-97      That staff be directed to undertake a review of the adequacy of the "Off-Street Parking Regulations Bylaw No. 1909, 2022" requirements based on the site-specific characteristics as part of the City's processing of all rezoning applications.

**CARRIED**

R2022-98      **MAIN MOTION AS AMENDED:**

THAT Council consider information provided regarding the language for potential increase to parking in areas that Council or staff consider appropriate in the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" and Parking Variance Policy report dated March 14, 2022.

AND THAT staff be directed to undertake a review of the adequacy of the "Off-Street Parking Regulations Bylaw No. 1909, 2022" requirements based on the site-specific characteristics as part of the City's processing of all rezoning applications.

No change made

**CARRIED**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR BAXTER**

R2022-99 **9. Address setbacks from columns and be limited to only surface parking lots**

THAT Parking Design and Layout section of the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" include a requirement for additional width only applies to surface parking facilities.

Where a parking space in a surface parking facility abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:

- a. Include an additional 0.3m in width where it abuts an obstruction on one side.
- b. Include an additional 0.6m in width where it abuts an obstruction on both sides.

Addition of "...in a surface parking facility..." made to Section 3.6.3 and Section 3.11.3  
 Council motion doesn't specifically reference Section 3.11.3 (Accessible Parking Design), but change made for consistency with section above

R2022-100 **10. Loading Zones in front of Building larger than the size of one parking spot**

THAT no change be made to the loading zones in front of buildings larger than the size of one parking spot.

No change made

**CARRIED**

**OPPOSED: COUNCILLOR DAY**

**MOVED BY: COUNCILLOR BAXTER**  
**SECONDED: COUNCILLOR PARKINSON**

R2022-101 **11. Minimum of one accessible spot in every parking lot**

THAT Table 2 in the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" be revised that all parking facilities require at minimum one parking space as follows:

Total Vehicle Parking Supply Required	Accessible Parking Supply Required
1 - 50 spaces*	1 space
	2 spaces
101 - 150 spaces	3 spaces

151+ spaces	
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\*Residential uses requiring less than 7 spaces are exempted.

Table 2 updated to reflect Council motion

CARRIED

MOVED BY: COUNCILLOR BAXTER  
 SECONDED: COUNCILLOR PARKINSON

R2022-102 **12. Provision of van accessible parking stalls**

THAT the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" include a requirement for van accessible parking spaces as follows:

Add the following requirements to the Accessible Parking Supply section so that a portion of required accessible parking spaces are required to be van accessible parking spaces:

- The first required accessible parking space shall meet the design requirements for both accessible parking spaces and van accessible parking spaces.
- Where five or more accessible parking spaces are required, one shall be provided as a van accessible parking space.

Material above added as Section 3.3.4  
 Addition includes introductory regulation to make the above work.

Add the following requirement to Accessible Parking Design: required dimensions for van accessible parking spaces; and van accessible parking spaces shall be a minimum of 4.9m in width.

Van accessible  
 "Van accessible parking spaces shall be a minimum 4.9m in width" added to Section 3.11.2

Replace Figure 2 with the figure shown in the March 14, 2022 draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" and Parking Variance Policy that includes van accessible parking space dimensions.

Figure 2 replaced with figure from previous versions where van accessible requirements were included

MOVED BY: COUNCILLOR DAY  
 SECONDED: COUNCILLOR BAXTER

R2022-103 **13. Number of Accessible Scooter Parking Spots per Building**

THAT Table 5 from the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" be updated such that the minimum required spaces are increased by a factor of 2x.

Table 5 updated to reflect Council motion

CARRIED

MOVED BY: COUNCILLOR BAXTER  
 SECONDED: COUNCILLOR PARKINSON

R2022-104

THAT no change be made to the connection to rental suites configuration and number of parking spots required.

**DEFEATED****IN FAVOUR: MAYOR MARTIN, COUNCILLORS BAXTER AND LOGAN**

**MOVED BY: COUNCILLOR KOBAYASHI**  
**SECONDED: COUNCILLOR DAY**

R2022-105 THAT Table 1 from the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022" be updated to include a requirement for "1 per bedroom" for Secondary Suite and Accessory Dwelling Unit uses.

Table 1 updated to reflect Council motion

**CARRIED**

**MOVED BY: COUNCILLOR BAXTER**  
**SECONDED: COUNCILLOR PARKINSON**

R2022-106 **15. Single Family Dwelling requirements of two parking spaces on the property not including garage and additional parking spots for suites depending on size**

THAT the Parking Design and Layout section of the draft "Off-Street Parking Regulations Bylaw No. 1909, 2022", include the following:

For residential one family dwelling and duplex uses, residential dwellings with a secondary suite or an accessory dwelling unit must provide all required parking spaces exclusive of a garage.

**CARRIED**

No change made, per subsequent direction from Council at March 28th meeting

**OPPOSED: COUNCILLOR MAYOR MARTIN**

**MOVED BY: COUNCILLOR PARKINSON**  
**SECONDED: COUNCILLOR BAXTER**

R2022-107

**Bylaw**

THAT the amended "Off-Street Parking Regulations Bylaw No. 1909, 2022" be given first and second reading.

**CARRIED**

**To:** Council  
**Date:** January 10, 2022  
**From:** Iain Bourhill, Director of Community Planning  
**RE:** Off-Street Parking Regulations Bylaw & Parking Variance Policy  
**File:** 8330-20

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### RECOMMENDATION

THAT Council consider taking the following actions:

- Give First and Second Readings to Colwood Off-Street Parking Regulations Bylaw No. 1909, 2022;
- Give First and Second Readings to Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking), Bylaw No. 1916, 2022;

AND FURTHER THAT Council adopt the Parking Variance Policy No. PAR\_002.

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### SUMMARY & PURPOSE

This report presents a revised Draft Off-Street Parking Regulations Bylaw (No. 1909) with a summary of changes that precipitated from public and stakeholder engagement that was carried out over the second half of 2021. The proposed Draft Parking Variance Policy previously presented to Council with the first draft of the new parking bylaw in June, 2021 has not changed substantively. A housekeeping amendment bylaw (Bylaw No. 1916) to remove current parking regulations from the Land Use Bylaw is also presented. Staff now recommend that Council consider giving first and second readings to the new Draft Off-Street Parking and Land Use Bylaw Amendment Bylaws as well as considering adoption of the Draft Parking Variance Policy.

As outlined in the previous staff report presented to the Committee of the Whole Meeting held on May 3, 2021 the proposed new standalone Parking Bylaw and Parking Variance Policy can be summarised as follows:

“Draft Off-Street Parking Regulations Bylaw No. 1909” dated December 20, 2021 (please see Attachment A), provides the following:

- Updated off-street parking regulations separate from the Land Use Bylaw;
- Regulations on parking supply rate by land use for vehicle parking, short- and long-term bicycle parking, including end-of-trip facilities, mobility scooter spaces and off-street loading spaces;
- Specific off-street parking supply rates and design specifications for Colwood’s urban areas; and
- Regulations on parking facility design and construction, including vehicle, bicycle, mobility scooter, loading, and specialty parking stalls such as small car, visitor, and accessible parking.

“Draft Parking Variance Policy No. PAR\_002” dated December 03, 2021, describes the following:

- The process through which the City of Colwood would consider requests for parking variances in new development; and

- The criteria under which the City of Colwood would evaluate requests for parking variances, including housing diversity, transportation demand management (TDM), transit proximity, shared parking, and parking facility design.

## BACKGROUND

As part of the ongoing modernization of the Land Use Bylaw (No. 151) that began in 2020, the City engaged transportation planning consultants at Urban Systems to assist with the creation of a new Off-Street Parking Regulations Bylaw and Parking Variance Policy, as well as an Amending Bylaw to the City's Land Use Bylaw to separate parking regulations from other land use regulations.

The process used to compile the parking bylaw and policy deliverables included the compilation of three working papers publicly shared on the City's Let's Talk Parking Regulations <https://letstalkcolwood.ca/parking> website as follows:

[Working Paper 1: Local Understanding + Best Practices;](#)  
[Working Paper 2: What We Heard Engagement Summary; and](#)  
[Working Paper 3: Strategic Directions.](#)

On May 3, 2021 the Committee of the Whole Was presented with the First Draft of the new Off-Street Parking Regulations Bylaw and Variance Policy with the staff recommendation that they be endorsed for the purposes of seeking public and stakeholder comments. Following this, during their Regular Meeting held on June 14, 2021 Council made the following resolution:

*THAT public comment on the Draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy be solicited prior to returning to Council with further drafts.*

Based on this direction, staff brought the first draft of the new Off-Street Parking Regulations Bylaw and Variance Policy to the public via the Let's Talk Colwood website and solicited comment from various stakeholders via direct emailed invitations and virtual meetings.

Feedback from public consultation on the drafts led staff to make various changes to the Draft Parking Bylaw, summarized in the Discussion section below.

As outlined in the previous staff report presented to the Committee of the Whole Meeting held on May 3, 2021, the Official Community Plan (OCP) envisions shifting land use, urban form, and transportation options to support sustainable growth and mobility in Colwood. Guidance from the OCP recognizes the intrinsic link between land use, transportation, and environmental sustainability and directs Colwood to implement this understanding in municipal regulations, including off-street parking regulations for new development. The OCP includes the following direction under Part B: Policies, Section 8 "Streets and Mobility":

**Policy 8.2.6.3** *Enable on-street parking wherever appropriate, and review parking standards for new developments to ensure oversupply does not occur, and employ parking maximums to reduce surface parking lots and supply over time as part of facilitating mode shift.*

The Off-Street Parking Regulations Bylaw and Parking Variance Policy also contribute to the direction in the City of Colwood 2019-2023 Strategic Plan, to update the Land Use Bylaw identified under the "Prosperity: Colwood is a thriving City" section.

## DISCUSSION

The following “Discussion” sections “1” and “2” recap the summaries of the proposed new Off-Street Parking Regulations Bylaw and Parking Variance Policy, while section “3” focusses on the changes that were made to the Draft Parking Bylaw following the latest round of public and stakeholder engagement. Section “4” provides a comparison of proposed parking space regulations against the current requirements for key selected uses. Lastly, section 5 proposes next steps.

### **1. Draft Off-Street Parking Regulations Bylaw**

Following direction from the Official Community Plan and the City of Colwood 2019-2023 Strategic Plan, the Draft Off-Street Parking Regulations Bylaw was developed to address the desire for updated off-street parking requirements. The Bylaw revises minimum parking supply rates for off-street parking for vehicles, bicycles, mobility scooters and loading in new development, organized by general land use classifications. Supply rates also include minimum requirements for accessible and visitor parking stalls and maximum supply rates for small car-designated parking. Design specifications for off-street parking are also revised, providing regulations concerning parking facility space and aisle dimensions, location, access, landscaping, and surface material. Off-street parking regulations are separated from the Land Use Bylaw through this process. An amending bylaw to remove parking regulations from the Land Use Bylaw has also been prepared for Council’s consideration alongside the Off-Street Parking Regulations Bylaw, as provided in Appendix C.

In addition to the revisions of existing off-street parking regulations, the Off-Street Parking Regulations Bylaw provides new requirements for off-street parking in accordance with policy contained in the OCP. These include providing differentiated parking supply rates for the City’s “Urban Centre” areas (defined in Figure 1 of Appendix A), and minimum requirements for end-of-trip facilities to support active transportation.

### **2. Parking Variance Policy**

The Parking Variance Policy supports the Off-Street Parking Regulations Bylaw by providing clarity on the conditions under which the City will consider a variance from the requirements contained in the Off-Street Parking Regulations Bylaw. This includes minor variances (less than 10 spaces, less than 10% of total requirement) sought through development permit to be delegated to staff to reduce development timelines and the volume of requests received by Council.

The Policy indicates that a parking variance should be supported by one or more of the following conditions to be considered by the City:

<b>Housing Diversity</b>	Where market rental or affordable housing is proposed.
<b>Transportation Demand Management</b>	Where transportation demand management initiatives are proposed that are anticipated to result in a measurable reduction in parking demand in perpetuity, including provision of carshare and/or bikeshare, transit infrastructure upgrades, bicycle facilities, among other transportation demand management opportunities.
<b>Transit Proximity</b>	Where proximity to the Frequent Transit Network (FTN) outside of the Urban Centre is anticipated to result in reduced parking demand.
<b>Shared Parking</b>	Where site land uses exhibit complementary parking demand patterns and a means of ensuring that parking will remain unassigned.
<b>Parking Facility Design</b>	Where parking facility design exceed the requirements set out in the Off-Street Parking Regulations Bylaw, including the provision of structure parking, stormwater management, trees and landscaping, pedestrian amenities, or other features.

### 3. Amendments Made Since the June 14, 2021 Council Resolution to Solicit Public Comment

After initial endorsement of the draft bylaw and policy for solicitation of public comment by Council, the Project Team solicited feedback from key City staff, Council, development community stakeholders, and other interested parties. Key feedback from the development community and stakeholders is summarized in Appendix D.

As a result of stakeholder outreach efforts and on-going review and analysis, several updates are proposed to the draft Off-Street Parking Regulations Bylaw and Parking Variance Policy. The proposed amendments to the documents include the following:

#### **Off-Street Parking Regulations Bylaw:**

- |                          |  |
|--------------------------|--|
| <b>Overall</b>           | All references to “parking facility” changed to “parking area” for consistency with definition provided in the Land Use Bylaw.   |
| <b>Section 1.2</b>       | Added definition for “Institutional Collections Storage”<br>Added definition for “Structured Parking”  |
| <b>Section 2.2</b>       | Update regulation to “grand father” existing uses so they are not required to apply new parking regulations when applying for an addition or expansion (new bylaw applies only to the addition / expansion).   |
| <b>Section 2.3.3</b>     | Remove regulation that would disallow parking in garages to be used toward satisfying parking requirements for secondary suites. Allowing parking spaces in garages to contribute toward meeting parking requirements for secondary suites will help encourage secondary suites and support housing affordability.   |
| <b>Section 3.1</b>       | Update to <b>Figure 1. “Urban Centre” Areas Eligible for Reduced Parking Requirements</b> to remove 360 Latoria Blvd property and Allandale development lands from areas eligible for parking reductions.<br><br>Changes to <b>Table 1. Minimum Vehicle Parking Supply Requirements</b> as follows: <ul style="list-style-type: none"><li>• Insertion of <u>Institutional Collections Storage</u> use and minimum parking requirement of 1 space per 125 m<sup>2</sup> of gross floor area.</li><li>• Addition of requirement for 1 space per business in addition to the requirement for residential parking for <u>Live / Work Studio or Home Occupation</u> in “All Other Areas” (consistent with requirement for “Urban Centres”).</li></ul> |
| <b>Section 3.5 (1)</b>   | Visitor parking rates for <u>Residential, Multi-Family</u> reduced to 0.15 spaces per dwelling unit (previously 0.2 spaces per dwelling unit).   |
| <b>Section 3.6.2.c.i</b> | Remove <b>Figure 2</b> relating to tandem parking and secondary suites to avoid confusion with allowing parking in garages (related to removal of Section 2.3.3, above).   |
| <b>Section 3.11</b>      | Removed (b): Van accessible parking spaces shall be a minimum 4.9m in width.<br><br>Updated <b>Figure 3. Accessible Parking Dimension Requirements</b> (now Figure 2) to exclude van accessible parking space dimensions.  |

- Section 4.1** Added requirement for one loading space (regular parking space size) for Residential, Multi-Family uses with ten or more units  
Added requirement for an appropriate number of loading spaces for school buses for School uses.
- Section 4.2** Loading space dimensions updated to an area of not less than 30m<sup>2</sup> (consistent with current Land Use Bylaw), changed from 10m long and 3m wide as previously proposed.
- Section 5.1** Change to **Table 5. Minimum Bicycle and Mobility Scooter Parking Supply Requirements** – required mobility scooter spaces for Congregate Housing and Group Home Use amended to 1 space per building, plus 1 additional space per 50 parking spaces required (previously 0.3 spaces per dwelling unit).

In addition to those updates identified above, an important revision is the removal of electric vehicle (EV) requirements from the draft Off-Street Parking Regulations Bylaw. It became apparent through conversations with City staff, consulting team and the development community that further study is needed to establish appropriate EV requirements that are broadly supported. Staff are recommending detailed study and engagement related to EV charging requirements during the 1<sup>st</sup> Quarter of 2022.

The following summarizes the key removals to the draft Off-Street Parking Regulations to reflect the removal of EV requirements include the following:

- Section 1.1.2** Definitions relating to EVs and EV charging removed – Electric Vehicle (EV), Energized EV Outlet, EV Supply Equipment (EVSE), Energized Space
- Section 2.3.1** Remove reference to energized spaces
- Section 2.3.4** Remove reference to energized spaces
- Section 3.1** Changes to **Table 1. Minimum Vehicle Parking Supply Requirements** to remove “Minimized Energized Spaces”
- Section 3.2** Reference to requirement for Electric Vehicle Charging Supply removed

**Parking Variance Policy:**

- Section 3.** Review and approval of parking variances by Development Variance Permit, rather than by development permit as previous stated.

**4. Comparison to Current Requirements for Key Uses**

For reference, key changes in land use categorization and minimum parking supply rates are shown in the table below. The land uses shown are among the most common residential and commercial uses that will be applied most frequently through new development in the community.

Existing Requirement		Proposed Requirement		
Land Use	Required Number of Spaces	Land Use	Urban Centre	All Other Areas
Residential, one-family dwelling	2 per dwelling unit, provided that a front yard driveway and two-family dwelling which provides access to a parking space that is not within the front yard may be considered as the provision of a second parking space that is in tandem	Residential, one-family dwelling	2 per dwelling unit	
Residential, multi-family (attached housing, apartments)	1.5 per dwelling unit plus 1 for each 100m <sup>2</sup> of building floor area exceeding 60m <sup>2</sup> times the number of dwelling units	Residential, Multi-Family (Apartments)	0.8 per bachelor dwelling unit	1.0 per bachelor dwelling unit
			1.0 per one-bedroom dwelling unit	1.25 per one-bedroom dwelling unit
			1.3 per two-bedroom dwelling unit	1.6 per two-bedroom dwelling unit
1.5 per dwelling unit greater than two bedrooms	2 per dwelling unit greater than two bedrooms			
		Attached Housing (including Triplex, Rowhouse, and Townhouse)	1.5 per dwelling unit	2 per dwelling unit
Offices, multi-tenant	1 per 30m <sup>2</sup> of gross floor area	Offices	1 per 45m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area
Offices, single-tenant	1 per 35m <sup>2</sup> of gross floor area			
Restaurant, coffee shop	1 per 3 seats (approx. 1 per 30m <sup>2</sup> )	Restaurant (including Coffee Shop, Bakery)	1 per 15m <sup>2</sup> of gross floor area	1 per 10m <sup>2</sup> of gross floor area
Restaurant, drive-in only	15	Restaurant, Drive-in Business	1 per 20m <sup>2</sup> of gross floor area	

**Off-Street Parking Regulations Bylaw & Parking Variance Policy**

Retail store, supermarkets, liquor and other retail personal uses, except neighbourhood grocery	0.75 per 10m <sup>2</sup> of gross floor area	Retail Store, Supermarkets, Liquor and Other Retail Personal Uses	Less than 400m <sup>2</sup> of gross floor area - 1 per 36m <sup>2</sup>	Less than 400m <sup>2</sup> of gross floor area - 1 per 30m <sup>2</sup>
			400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 42m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 35m <sup>2</sup>
			Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 48m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 40m <sup>2</sup>
Shopping Centre, Community	5.5 per 100m <sup>2</sup> of gross leasable area	Shopping Centre	1 per 30m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area
Shopping Centre, Major	1 per 100m <sup>2</sup> of gross leasable area up to 46,500m <sup>2</sup> gross leasable area; then for the area over 46,500m <sup>2</sup> at the rate of 4.3 per 100m <sup>2</sup>			
Shopping Centre, Neighbourhood	6.5 per 100m <sup>2</sup> of gross leasable area			

**5. Proposed Next Steps**

Staff recommend that Council consider the draft Off-Street Parking Regulations Bylaw and accompanying housekeeping amendment bylaw now be considered ready for initial bylaw readings and eventual adoption along with the Draft Parking Variance Policy.

Staff also recommend that Council direct Staff to undertake detailed study and engagement related to EV charging requirements during the 1<sup>st</sup> Quarter of 2022 and return to Council with options to implement a comprehensive EV charging strategy.

## OPTIONS / ALTERNATIVES

Council may wish to consider the following options:

- a. Give First and Second Readings to Bylaw Number No. 1909 Off-Street Parking Regulations and Land Use Bylaw No. 151,1989, Amendment No. 189, Bylaw No. 1916; **AND**
- b. Council give consideration to adopting the Parking Variance Policy No. PAR\_002
- c. Defer for further information; **OR**
- d. Take no action at this time.

## COMMUNICATIONS

For initial communications activities related to the draft Off-Street Parking Regulations Bylaw and draft Parking Variance Policy, please refer to the Staff Report submitted to the Committee of the Whole, May 3, 2021.

In July 2021, the draft Off-Street Parking Regulations Bylaw and draft Parking Variance Policy were shared with stakeholders from the local development community for feedback. Twenty-five stakeholders were invited to comment with a total of ten providing comment, six responding directly via feedback form, and four attending a virtual meeting with the Urban Development Institute (UDI) alongside City staff and the consultant team.

Feedback received from the development community stakeholders were generally related to parking supply rates, visitor parking requirements, mobility scooter parking requirements, parking space dimensions, and other general comments. A more fulsome summary organized by key theme and formal letter submission from the Capital Region of the Urban Development Institute (UDI) has been included in Appendix D, including identification of areas where conflicting feedback was received.

## TIMELINES



## FINANCIAL CONSIDERATION

No additional financial considerations for the City of Colwood result from the Draft Off-Street Parking Regulations Bylaw and draft Parking Variance Policy.

## STRATEGIC PLAN AND RELATED POLICIES

As noted above, Council has endorsed updating the Land Use Bylaw through the City of Colwood 2019-2023 Strategic Plan. An important first step is removing parking regulations from the Land Use Bylaw through formal amendment and creating the stand-alone Off-Street Parking Regulations Bylaw and Parking Variance Policy. Implementing this tactic aligns with other direction in the OCP and the Transportation Master Plan.

Respectfully submitted,

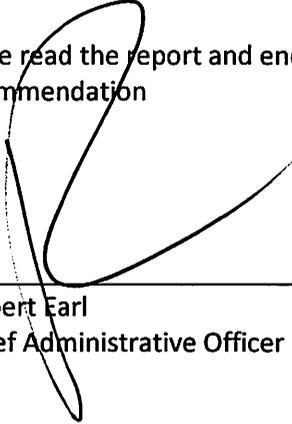


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Iain Bourhill, RPP, MCIP  
Director of Community Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation



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Robert Earl  
Chief Administrative Officer

***Attachments:***

**Appendix A:** Draft Colwood Off-Street Parking Regulations Bylaw, dated December 20, 2021;

**Appendix B:** Draft Colwood Parking Variance Policy, dated December 03, 2021;

**Appendix C:** Draft Colwood Land Use Bylaw Amendment, Off-Street Parking Regulations, dated December 03, 2021; and

**Appendix D:** Summary of Stakeholder Feedback: Colwood Off-Street Parking Regulations, dated October 19, 2021.

**PARKING VARIANCE POLICY**

ORIGIN:	COMMUNITY PLANNING	AMENDED:
DATE OF ISSUE:		ADOPTED:

**PURPOSE**

Where an applicant is seeking to provide fewer parking spaces than the amount required by the City of Colwood (“City”) *Off-Street Parking Regulations Bylaw No. 1909*, the conditions identified in this policy are to be used to evaluate the parking variance request.

The City does not support variances in the maximum parking supply requirements contained in the *Off-Street Parking Regulations Bylaw No. 1909*.

**POLICY****Definitions**

- **End-of-Trip Cycling Facilities** – Facilities provided to improve the comfort and attractiveness of cycling that may include showers, lockers and change areas.
- **Frequent Transit Network (FTN)** – The FTN refers to corridors with frequent, direct and reliable transit service between areas of highest demand, as identified in the Official Community Plan.

**Referral**

Review and approval of parking variances by Development Variance Permit are made by City of Colwood staff where the reduction is ten parking spaces or less and represents not more than 10% of the required parking supply.

All other variance requests are referred to Council for approval.

**Technical Study**

A parking variance request should be accompanied by a technical study prepared by a qualified transportation professional. The technical study must demonstrate that the proposed parking supply will not result in negative on-site or surrounding parking conditions and quantify the impact of each condition in supporting the variance.

The technical study is referred to the City’s Director of Development Services or designate for review.

**Conditions**

A parking variance should be supported by one or more of the following conditions. The impact of each condition in reducing parking demand and supporting the requested parking variance should be identified in a technical study.

a. **Housing Diversity**

Where market rental or affordable housing is proposed and the associated parking demand is anticipated to be less than the minimum parking supply rate specified in the *Off-Street Parking Regulations Bylaw No. 1909* for Residential, Multi-Family uses.

b. Transportation Demand Management

Where transportation demand management (TDM) initiatives are proposed that are anticipated will result in a measurable reduction in parking demand in perpetuity, including one or more of the following initiatives:

- Carshare: Provision of a carshare vehicle, reserved parking space for a carshare vehicle, memberships in a carshare service and/or financial subsidies toward carshare use;
- Transit: Contributions toward transit infrastructure upgrades and/or provision of financial subsidies toward public transit use;
- Bikeshare: Provision of a bikeshare service and/or financial subsidies toward bikeshare use;
- Bicycle Facilities: Provision of bicycle parking, electric bicycle charging and/or end-of-trip cycling facilities beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*; and
- Other: Other TDM opportunities that are anticipated to result in a measurable reduction in parking demand.

c. Transit Proximity

Where proximity to the Frequent Transit Network (FTN) is anticipated to result in reduced parking demand. Transit proximity may only be used as rationale for a parking variance for Multi-Family Residential, Commercial and Institutional land uses, and may not be applied for sites in the “Urban Centre” area defined in the *Off-Street Parking Regulations Bylaw No. 1909*.

d. Shared Parking

Where site land uses exhibit complementary parking demand patterns and a means of ensuring parking will remain unassigned (i.e., unreserved) is identified to the satisfaction of the City’s Director of Development Services or designate.

Shared parking between visitors and commercial land uses may not be used as rationale for a parking variance.

e. Parking Facility Design

Where parking facility design exceeds the minimum requires established in the *Off-Street Parking Regulations Bylaw No. 1909* and includes features consistent with the objectives of the Official Community Plan (OCP). This may include the provision of structured parking, stormwater management provisions, trees and landscape, urban and pedestrian realm amenities, and other features beyond those required in the *Off-Street Parking Regulations Bylaw No. 1909*.



# SUMMARY

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October 19 2021

## SUMMARY OF STAKEHOLDER FEEDBACK

### Colwood Off-Street Parking Regulations

The following is a brief overview of feedback received from stakeholder representatives on the draft *Off-Street Parking Regulations Bylaw* and *Parking Variance Policy*.

#### 1. OUTREACH

On July 20, 2021 an email was sent to 25 members of the Colwood and Westshore land development community. The email provided an overview of the Off-Street Parking Regulations Bylaw review process and links to the [Let's Talk Parking](#) project page and associated feedback form.

A reminder email was also sent to the same recipient list sent on August 10, 2021.

#### 2. RESPONDENTS

Between July 20 and September 20, 2021 six (6) contributors provided feedback via the dedicated feedback form.

A virtual meeting was held with members of the Urban Development Institute (UDI) on August 23, 2021 and associated correspondence was received from UDI on October 8, 2021. Three members of the development community and a representative from the UDI were in attendance alongside City staff and the consulting team lead.

#### 3. WHAT WE HEARD

A summary of key feedback received is provided below. A more fulsome summary organized by key theme and formal letter submission from the UDI has been included in **Appendix A**, including where conflicting feedback was received between respondents.

##### Parking Supply

- There was mixed feedback on the proposed minimum parking supply rates. Some suggested they are too low and will lead to spillover issues. Others suggested they are too high and will result in increased costs and housing affordability concerns.
- Suggestions were received for lowering parking supply for rental housing and in designated town centres or along transit corridors.

##### Visitor Parking

- The proposed requirement of 0.2 visitor parking spaces per Multi-Family Residential unit was identified as being too high.

## **Mobility Scooter Parking**

- Concern was raised for the magnitude of mobility scooter parking proposed in the draft bylaw, with responses suggesting that one space per building is appropriate.

## **Parking Space Dimensions**

- Concern that parking space dimensions and added requirements for larger spaces and bicycle parking would add to facility costs. Increasing the proportion of small car spaces was identified as a possible solution.

## **General**

- Several respondents noted the inter-related nature of on- and off-street parking, highlighting the need to ensure on-street parking management occurs as new off-street regulations are introduced.
- Support was received for the Parking Variance Policy proposal to delegate minor variance requests to staff.
- Support for transportation demand management (TDM) inclusion in parking regulations to support the City's environmental sustainability goals.

APPENDIX A.

DETAILED SUMMARY OF FEEDBACK

## PARKING RATIOS

Several identified concerns related to the minimum number of parking spaces. Parking reductions in minimum parking requirements were also identified for further refinement by UDI. Points of concern included:

- The minimum number of parking spots for each apartment need to be higher.
- More thought should be given to impact of reduced parking for new row house and townhouse units on existing feeder streets. If you lower it for the new, it will force parking to move to other streets.
- In Western Communities, particularly, there is a need for a vehicle, and to designate "0.8" to a bachelor suite, or "1.3" to a two bedroom is unrealistic
- With so little parking required in new buildings, that residents have to park their vehicles on surrounding streets, which results in congestion and lack of parking for any non-residents of the area.
- Clarity is needed with respect to how minimum parking supply requirement for attached housing should be applied
- Minimum parking requirements could negatively impact affordability of housing
- UDI feels that parking minimums have not been taken low enough in multi-family residential
- Proposed parking minimums are still too high to effectively support mode share and sustainability targets
- Bicycle and scooter parking requirements should not be rounded up when any requirement results in a fractional number.
- Storage lockers should be allowed to be counted towards achieving minimum bicycle parking spaces, assuming the storage locker is big enough to accommodate bicycles.

### **Suggestions included:**

- Try 1 spot per bachelor, 2 for 2 bedroom and up. Cash in lieu doesn't solve the problem.
- Options to reduce parking supply that Council may view more favourably could include allowing for a greater number of small car parking spaces and reducing the visitor parking supply requirement to 0.15 per unit
- Reducing parking requirements -e.g. zero spaces for bachelor apartments can reduce cost of housing and barriers to ownership
- The minimum parking supply rates could be lower – consider using proposed Urban Area rates for other areas, and lower rates still for Urban Areas
- Provision of bicycle and scooter parking should match the requirements for vehicle space and only round up when a requirement equals or exceeds a fractional amount of .5.
- Rental projects could look at further reductions, specifically in bachelor suites. Studies have shown that rental housing generates a lower parking demand overall compared to market housing.
- Further reductions should be considered to encourage mode shift and affordability efforts. Small car parking could also be increased up to 50% which would assist in reducing the cost of providing parking (aka housing) and reduce barriers to ownership
- Further reductions should be granted to developments that are located within Colwood's planned Transit Growth Area or as appropriate in other village centres. Development that is close to transit or in areas where people can walk to amenities require less parking which will further reduce the cost of housing.

## MOBILITY SCOOTER PARKING

- Provision of mobility scooter parking is well intentioned but unfortunately not feasible or in line with consumer demand, and the bylaw as written has unintended consequences. For one, the residents of advanced age and dementia care homes, no longer rely on mobility scooters once they enter the home
- Mobility scooter parking in each building in a retail or commercial complex is unreasonable and represents a large cost and additional building area that is not needed
- Concern that scooter requirements may need finished indoor space, which has a significant cost to developers
- Supports that City is not proposing scooter parking requirement for multi-family units

### Suggestions included:

- One scooter parking stall would be required per building when the purpose of the buildings is in and out shopping, which should be mobility scooter friendly for shoppers to access the retail, but not to park and charge their scooters

## VISITOR PARKING

- Visitor parking at a rate of 0.2 spaces per multi-family dwelling unit seems excessive.

### Suggestions included:

- Provision of short-term spaces to accommodate package delivery, pickups etc. is the key to effective visitor parking management
- Reduced visitor parking requirements could be brought forward alongside a commitment to pursuing new on-street parking management approaches to address spillover

## PARKING STALL DIMENSIONS

Comments were received related to concerns with increased parking stall requirements, mostly related to the increased built area and associated costs. Comments are as follows:

- The sizing requirements prescribed in the bylaw will increase the footprint of a parking garage area substantially.
- The revised bylaw increases the required overall area of parking stall and bike storage facilities, thereby increasing the building footprint and cost.

### Suggestions included:

- Colwood adopt similar sizing requirements to other municipalities which have shown that they can safely accommodate the same number of vehicles in a denser built form (examples given include City of Langford, District of Saanich, City of Vancouver)
- Maximum small car parking could be increased to 50%

## PROVISION OF ENERGIZED SPACES

Comments were received expressing concern around the provision of energized spaces. Concerns focused on the general sentiment that this would result in 'over-building'. Comments are as follows:

- Sentiment that the requirement that 100% of spaces be energized is seen as an unnecessary expense that is not required to meet current needs and to ensure adequate charging capacity in the future. This sentiment is included for secondary suites, accessory units, or attached housing as well.
- Concerns related to the proposed regulation requiring energized parking stalls for 100% of stalls in multi-unit residential communities. The reality is that the demand for this amenity is not at any level approaching 100%. Even the most aggressive publicly available forecasts project around 30% of vehicles on Canadian roads to be EV's by 2030.
- The type of oversupply that is being contemplated by the current draft bylaw is a significant waste of resources and would pose an enormous (and unnecessary) cost burden to new communities.
- We do not support the mandatory provision of Level 2 charging station(s) The draft bylaw is silent on any details of what the electrified parking spots should be.

### Suggestions included:

- Requiring electrical conduit be installed in concrete slabs and inaccessible areas of buildings for future use makes sense. This type of forward-thinking policy makes sense financially at the outset of a project, and allows future EV upgrades to the building once usage demand is met. This conduit would allow future owners to choose themselves whether this is a cost worth expending based on their own individual needs.
- We support the provision of one or even two 110v electrical outlet in the garage, and the provision of one 110v electrical outlet on the exterior of the garage to provide power to outside parking stalls
- If the City eventually moves to require higher levels of electric charging in homes in the future, bylaws can be revisited and consultation with the builder and developer community should occur then
- Would like to see the EV charging requirements made more prescriptive (feeling they are vague as proposed)
- For One Family, secondary suite or accessory unit, duplex or attached housing - The principal of requiring provision for future charging stations, in my opinion, should be the goal and rough ins and adequate electrical capacity the requirement.
- If 100% energized spaces is the goal then ensuring that 5% or 10% are energized now and that the rest be capable of being energized later through the provision of underground conduits and sufficient electrical capacity would be a more reasonable approach. The principal of requiring provision for future charging stations, in my opinion, should be the goal and rough ins and adequate electrical capacity the requirement.
- It is our suggestion that the City of Colwood take a proactive, and future-ready approach to the requirements around energizing stalls. Requiring 20%-25% of stalls in multi-family developments be energized would still represent an enormous oversupply of current demand but would also provide significant readiness for EV's that would not limit or disincentivize residents from purchasing an EV.
- Rental requirements could be lower as there would be fewer owners of electric cars in rental buildings given the premium to owning an EV

## GENERAL COMMENTS

Few general comments were received. They have been included below for reference.

- On-street parking can be managed in such a way to create revenues that can be used to offset costs of management
- Other jurisdictions build TDM strategies into parking policy
- Looking for a gradual introduction of forward-looking regulations that reflect current needs / conditions, not necessarily introducing all requirements at once
- Resident permit parking for on-street spaces is needed to address spill-over effects
- Are there other TDM opportunities that could be included as requirements alongside reduced parking supply requirements?
- Noted a difference in the operating framework and possible regulations in bylaw for carshare if Modo or Evo
- TDM (e.g. increasing transit and e vehicles) has little to do with real life and is in my view simply posturing.
- The draft bylaw as it is written is mostly in line with parking bylaws in the more progressive cities in which we are active.
- Support for staff having delegated authority to issue parking variances
- Parking requirements should be looked at on an application-by-application basis so that all contributing factors can be taken into consideration
- By allowing staff to work with applicants on parking variances, Council's time can be spent on issues of higher importance, such as complex land use decisions



October 8, 2021

Mayor and Council  
City of Colwood  
3300 Wishart Road  
Victoria BC, V9C 1R1

Re: Off-Street Parking Bylaw Review

Mayor and Council –

The Urban Development Institute (UDI) – Capital Region is a national non-profit association (with international affiliations) of the development industry and its related professions. UDI advocates for wise and efficient land use, good planning and progressive development practices. We are a dedicated partner in community building and aim to foster effective communication between the industry and government, serving as the public voice of the real estate development industry.

UDI has been engaged numerous times over the past few years to assist various municipalities in the review of their parking bylaws. We would like to commend Colwood council for directing staff to engage a consultant to review your Off-Street Parking Bylaw as parking is an integral, yet dynamic, component of development that requires constant adjustment as seen by the number of parking variances that are requested in applications on a regular basis. It is important when reviewing parking requirements to look to the future for what you are trying to achieve, as well as what has been required in the past.

UDI is in full support of the proposed reduction in parking supply for multi-family residential uses. However, we view the new requirements as still being set too high. Below are UDI comments on some of the main components pulled from the draft bylaw.

1) Parking Reductions in Minimum Parking Requirements

- a. UDI feels that parking minimums have not been taken low enough in multi-family residential. Further reductions should be considered to encourage mode shift and affordability efforts. Small car parking could also be increased up to 50% which would assist in reducing the cost of providing parking (aka housing) and reduce barriers to ownership.
- b. Further reductions should be granted to developments that are located within Colwood's planned Transit Growth Area or as appropriate in other village centres. Development that is close to transit or in areas where people can walk to amenities require less parking which will further reduce the cost of the housing.

- c. Rental projects could look at further reductions, specifically in bachelor suites. Studies have shown that rental housing generates a lower parking demand overall compared to market housing.

2) Bicycle Parking

- a. The proposed bicycle parking requirements appear to be reasonable; however, storage lockers should be allowed to be counted towards achieving minimum bicycle parking spaces, assuming the storage locker is big enough to accommodate bicycles.

3) EV Charging

- a. The industry recognizes that EV requirements are becoming more of a necessity. However, if the requirement is that 100% of multi-residential parking stalls are electrified this will have cost implications on the affordability of housing. Currently EV's make up only 2% of all vehicles on the road and they are a premium product which most middle-income families cannot afford.
- b. Rental requirements could be lower as there would be fewer owners of electric cars in rental buildings given the premium to owning an EV.

4) Parking Variances Delegated to Staff

UDI supports delegating authority to staff to issue parking variances. By their nature parking bylaws are generic and cannot capture the nuance of every location in a community. By allowing staff to work with applicants on parking variances, Council's time can be spent on issues of higher importance, such as complex land use decisions.

As stated above, parking is an integral part of a project's requirements. The industry feels that parking bylaws have become overly prescriptive and in general are not tied to outcomes around climate action and affordability. Parking requirements are not a one solution fits all. Parking needs vary dramatically from project to project, based on whether the project is condo or rental; in a downtown setting or rural; if the project is located on an arterial route that has active transit or is in an outlying area – all these factors make each project unique. For this reason, UDI would like to suggest thinking outside the box. Perhaps parking requirements should be looked at on an application-by-application basis so that all contributing factors can be taken into consideration and not paint all projects with the same brush. This would allow for each project to "right size" its parking allocation based on its specific challenges and opportunities.

UDI welcomes the opportunity for further engagement with staff to determine the appropriate parking requirement process.

Kind Regards,



Kathy Whitcher – Executive Director

CC: Iain Bourhill

# Off-Street Parking Regulations Bylaw & Parking Variance Policy

January 10 2022

# Overview

- Comprehensive review of parking regulations has been undertaken resulting in three documents:
  - Off-street Parking Regulations Bylaw No.1909
  - Parking Variance Policy
  - Bylaw to Amend the Land Use Bylaw
- Previously brought before Committee of the Whole on April 19, 2021
- Focus of this presentation is on updates since the Committee of the Whole meeting

# Off-Street Parking Regulations Bylaw

- Separate off-street parking regulations from the Land Use Bylaw
- Specific off-street parking supply rates and design specifications for Colwood's urban centres
- Regulations on parking supply rates by land use for vehicle parking, short- and long-term bicycle parking, including end-of-trip facilities, mobility scooter spaces, off-street loading spaces, and the provision of electric vehicle charging infrastructure
- Regulations on parking facility design and construction, including vehicle, bicycle, mobility scooter, loading, and specialty parking stalls such as small car, visitor, and accessible parking

# Parking Variance Policy

- The process through which the City will consider requests for parking variances in new development
- The criteria under which the City should evaluate requests for parking variances, including:
  - Housing diversity
  - Transportation demand management (TDM)
  - Transit proximity
  - Shared parking
  - Parking facility design

# Project Process

**June - July  
2020**

**Data Gathering +  
Technical Analysis**

**Aug - Sept  
2020**

**Community +  
Stakeholder  
Engagement**

**Aug - Nov  
2020**

**Establish Key  
Priorities**

**Dec 2020 -  
Dec 2021**

**Develop  
Regulations +  
Policy**

# Recent Stakeholder Engagement

- The draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy were shared with development industry stakeholders – July 2021
  - 25 stakeholders were invited to provide feedback
  - 10 stakeholders provided comment  
(6 via feedback form, 4 attended meeting with UDI, staff, consultant)
- Feedback generally related to:
  - Required parking supply rates
  - Visitor parking requirements
  - Mobility scooter parking requirements
  - Parking space dimensions
  - Other general comments

# Draft Bylaw Updates

- Draft Off-Street Parking Regulations Bylaw updated to reflect items raised by stakeholders and review by City staff and consulting team
- Updates detailed in staff report, key changes as follows:
  - EV charging requirements eliminated, with staff recommendation for further study
  - Visitor parking rates for Residential, Multi-Family reduced to 0.15 spaces per dwelling unit (previously 0.2 spaces per dwelling unit)
  - Change to allow parking in garages to contribute toward parking requirement for secondary suites
  - Requirement for loading spaces for Residential, Multi-Family and loading spaces for school buses for School uses
  - Update to allow for “grand-fathered” parking requirements for existing uses
  - Required mobility scooter spaces for Congregate Housing and Group Home Use reduced to 1 per building, plus 1 additional / 50 spaces required (previously 0.3 / unit)
  - Institutional Collections Storage added with requirement of 1 space per 125 m<sup>2</sup>
  - Requirement for parking associated with business in Live / Work Studio or Home Occupation extended to “All Other Areas” (previously only “Urban Centres”)

# Comparison of Parking Supply Rates

- Some of the major changes to the updated minimum parking supply rates from previous requirements include the following:
  - Differentiating requirements for Multi-Family Residential uses by the number of bedrooms contained in individual units
  - Providing separate rates for Apartment / Condominium uses and Attached Housing uses
  - Decrease in required parking supply for Retail and Office uses
  - Differentiating requirements for Retail uses based on floor area
  - Consolidating three Shopping Centre uses into a single land use

# Summary

Council may wish to consider the following options:

- a. Give First and Second Readings to the Off-street Parking Regulations Bylaw no.1909; **AND**
- b. Council give consideration to adopting the Parking Variance Policy; **OR**
- c. Defer for further information; **OR**
- d. Take no action at this time.

**7.3 Iain Bourhill, Director of Community Planning  
Draft Off-Street Parking Regulations Bylaw and Parking Variance Policy**

**MOVED BY: COUNCILLOR PARKINSON  
SECONDED: COUNCILLOR DAY**

R2022-08 THAT staff provide a report to address the following items in the Off-Street Parking Regulations Bylaw:

1. Raised crosswalks in commercial parking lots
2. Sidewalks in commercial parking lots
  
4. Whether to include specific areas such as Kelly Road and the Western part of Sooke Road in the Urban Centres Map
5. Parking that exceeds 50% of the minimum (wording)
6. Parking variances delegated to staff or be a Council decision
7. Process for Council to change parking requirements if there are parking issues.
8. Language for potential increase to parking in areas that Council or staff consider appropriate
9. Address setbacks from columns and be limited to only surface parking lots
10. Loading zones larger than one parking spot in front of buildings
11. Minimum one accessible spot in every parking lot
12. Provision for accessible van parking stalls
13. Number of accessibility scooter parking spots per building
14. Connection to rental suite configuration and number of parking spots required
15. Single Family Dwelling requirements of two parking spaces on the property not including the garage and additional parking spots for suites depending on size

AND THAT "Off-Street Parking Regulations Bylaw No. 1909, 2022" and "Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189, Bylaw No. 1916, 2022" readings be deferred to a later date.

**CARRIED**

**8. BYLAWS**

**8.1 Bylaw No. 1909 - Off-Street Parking Regulations**

*"Off-Street Parking Regulations Bylaw No 1909, 2002" readings were deferred to a later date.*

**8.2 Bylaw 1916 - Land Use Bylaw Amendment (Off-Street Parking)**

*"Colwood Land Use Bylaw No. 151, 1989, Amendment No. 189 (Off-Street Parking), Bylaw No. 1916, 2022" readings were deferred to a later date.*

**8.3 Bylaw No. 1742-02 - Development Permit Delegation**

**MOVED BY: COUNCILLOR BAXTER  
SECONDED: COUNCILLOR JANTZEN**

- R2022-09 THAT "Development Permit Delegation Amendment BylawNo.1742-02 2022" be given first, second, and third reading as amended to read:
- Director of Development Services or the Chief Administrative Officer in the absence of the Director of Development Services.

**CARRIED**

**OPPOSED: COUNCILLOR DAY**

**8.4 Bylaw 1914 - Colwood Main Sewer (LAS Enlargement – 3434 Karger Terrace) – Adoption**

**MOVED BY: COUNCILLOR JANTZEN  
SECONDED: COUNCILLOR BAXTER**

- R2022-10 THAT "Colwood Main Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 598, 2001, Amendment No. 129 (LAS Enlargement – 3434 Karger Terrace), Bylaw No. 1914, 2021" be Adopted.

**CARRIED**

**8.5 Bylaw 1915 - Colwood West Sewer (LAS Enlargement – 3434 Karger Terrace) - Adoption**

**MOVED BY: COUNCILLOR KOBAYASHI  
SECONDED: MAYOR MARTIN**

- R2022-11 THAT "Colwood West Sewer Local Area Service Establishment and Loan Authorization Bylaw No. 625, 2001, Amendment No. 81 (LAS Enlargement – 3434 Karger Terrace), Bylaw No. 1915, 2021". be Adopted.

**CARRIED**



# Parking Economics: How to Maximize Value Through Efficient Parking Management

Todd Litman

*Victoria Transport Policy Institute*

Presented

*Colwood, BC*

14 June 2021

# Parking Problems

vicnews.com/news/colwood-parking-standards-ignite-concern-amongst-royal-



**VICTORIA NEWS**



Royal Bay residents are concerned about revised parking standards set for the Royal Beach and Royal Bay developments. (Courtesy of D'Ambrosio Architecture and Urbanism)

## Colwood parking standards ignite concern amongst Royal Bay residents

Council supports revised off-street parking, will explore pay-parking

SHALU MEHTA / May, 2, 2020 12:55 p.m. / LOCAL NEWS / NEWS

Parking problems are among the most common conflicts facing local officials, businesses and residents. They can constrain economic development.

# *New Paradigm – New Solutions*

- The old planning paradigm assumed that, when it comes to parking, more is better.
- A new paradigm recognizes that more land devoted to parking means less land available for people and businesses.
- The new paradigm places more emphasis on efficient management, so fewer spaces are needed to serve parking demands.
- Every situation is unique, so parking policies must be flexible and dynamic in order to respond to specific and changing needs.



# *Old and New Paradigms*

<b>Old Paradigm</b>	
<p><i>Parking problem</i> means inadequate parking supply.</p>	<p>There are many types of parking problems, including inadequate or excessive supply, inadequate user information, and inefficient management</p>
<p>Parking should generally be free, funded indirectly, through rents and taxes.</p>	<p>Users should pay directly for parking facilities when possible</p>
<p>Parking should be available on a first-come basis</p>	<p>Parking should be regulated to favor higher priority uses and encourage efficiency</p>
<p>Parking management is a last resort, to be applied only if increasing supply is infeasible</p>	<p>Parking management programs should be widely applied to prevent parking problems</p>
<p><i>Transportation</i> means driving</p>	<p>Driving is just one mode of transportation, and usually the most costly.</p>

# *Efficiency and Equity*

The old paradigm is inefficient and unfair:

- Subsidizes driving, increasing traffic problems.
- Forces car-free households to pay for costly parking facilities they do not need.
- Significantly increases housing costs.
- Encourages sprawl and related costs.



# *Better Parking Management*

A major portion of Colwood is devoted to parking lots.

More efficient management can free up land for other productive uses and support other community goals.

Everybody wins!

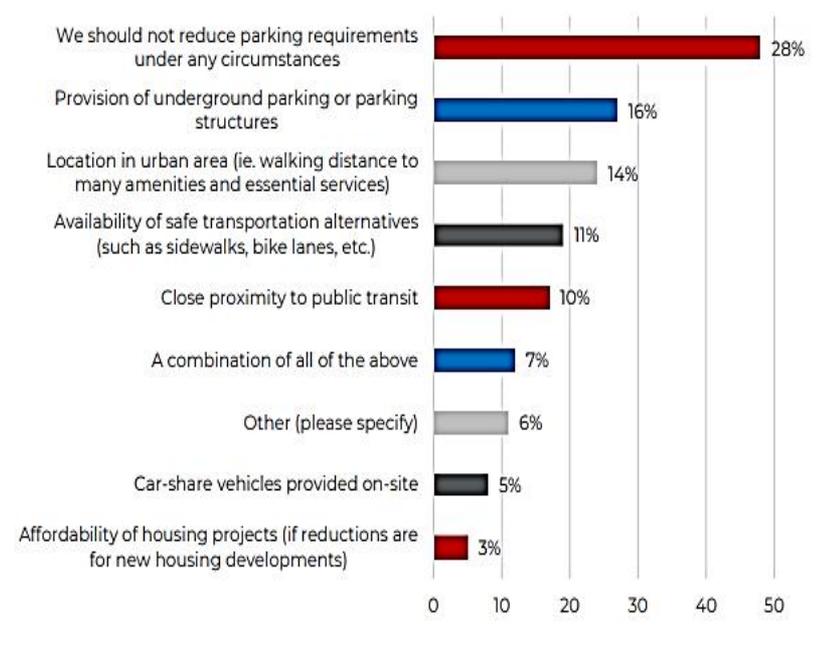
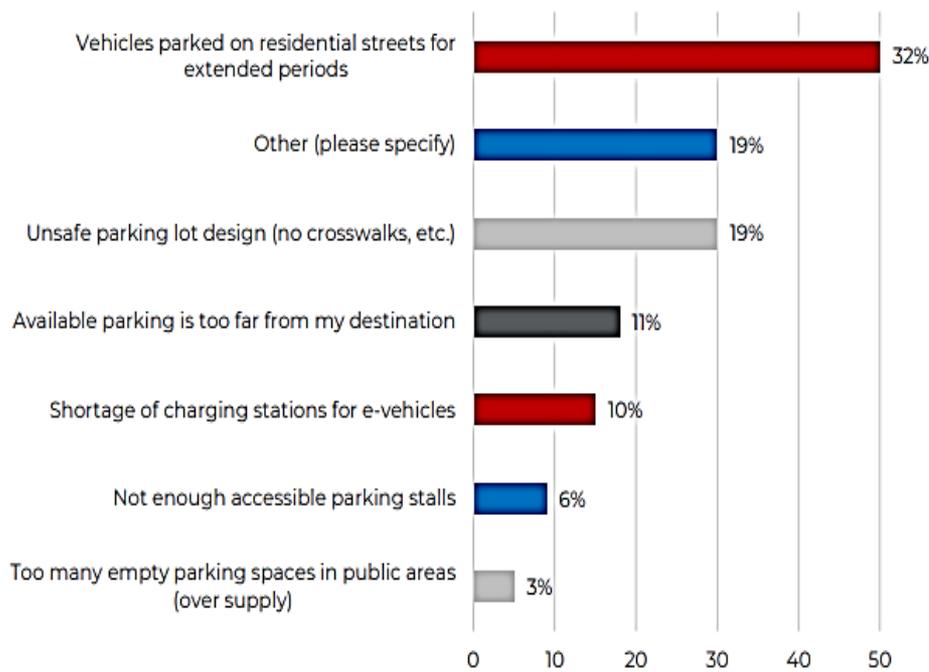


# *Why Parking Management?*

**Now more efficient management is increasingly used to address parking problems, particularly in growing communities and commercial areas.**

- Saves money.
- Improves user convenience.
- Increases affordability.
- Supports local economic development.
- Encourages walking, cycling and public transit use.
- Supports environmental goals.

# Parking Survey Responses



# Residents' Preferences

Surveys indicate that residents prefer more walkable commercial centers and streets, with less parking.

## Town Centre



*Pedestrian focused village centre with shops and homes*



*Strip malls with lots of visible parking from the street*



*Commercial clusters with internal parking lots*

## Transportation



*Streets that prioritize walking and cycling environments*



*Streets that prioritize driving*

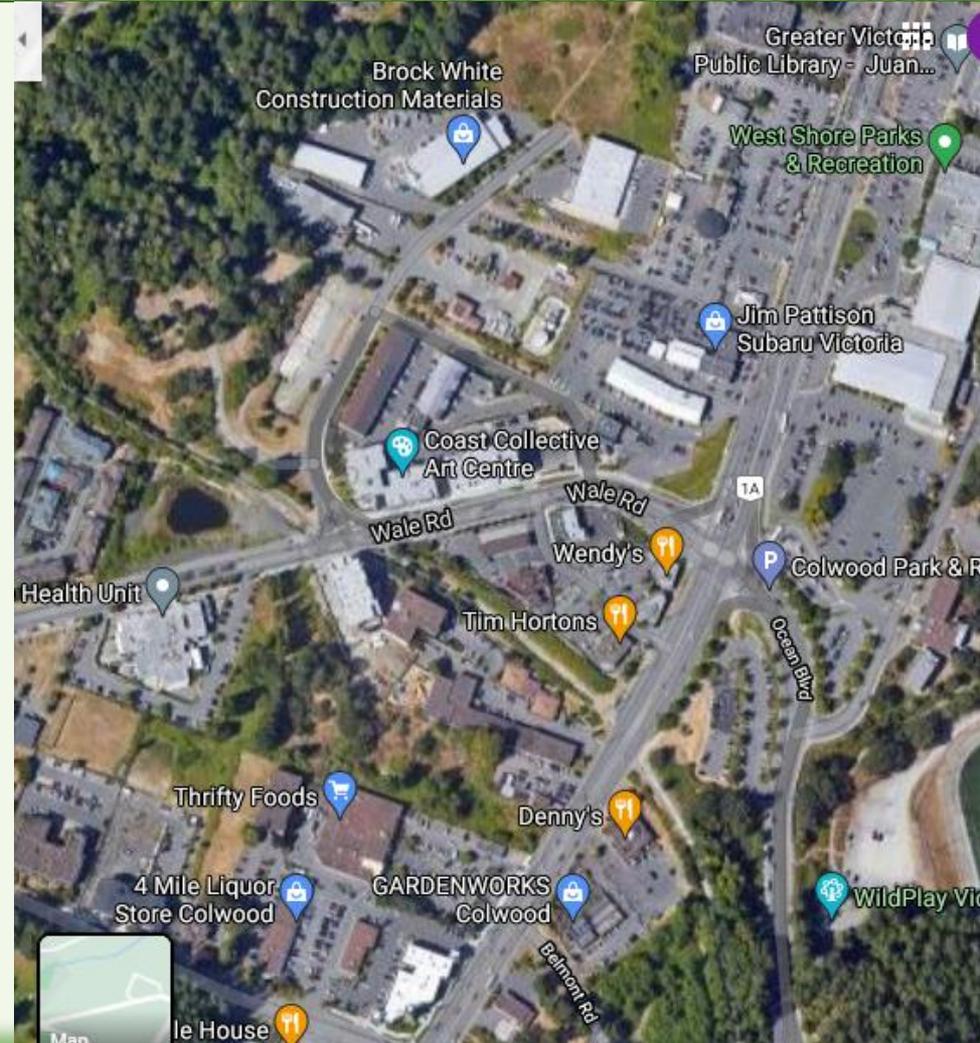


*Streets that prioritize transit alongside other modes*

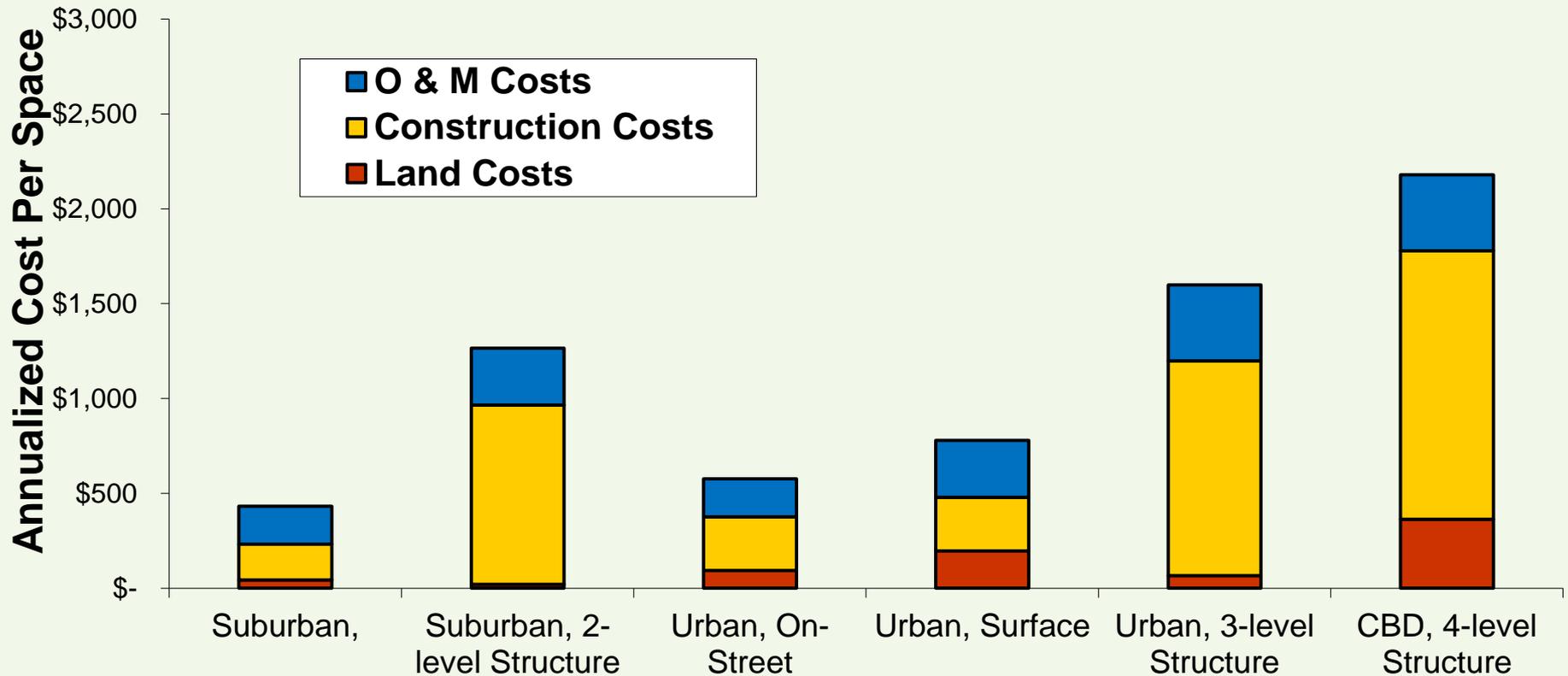
# *Economic Benefits*

About half of Colwood's commercial land is devoted to parking lots. Better management can make it available for more productive uses that provide:

- More jobs
- Better economic opportunities
- More business activity
- More local services
- More tax revenue



# *Annualized Costs Per Space*



A parking space typically has a **\$1,000-2,000 annualized** value considering land, construction and operating costs.

# *Excessive Requirement Costs*

Oversupply of parking adds unnecessary project costs and inefficient land use:

- Excess surface parking can add \$2 per foot to annual unit leasing cost
- Excess garage parking can add \$7 per foot to annual unit leasing cost.
- For a typical affordable housing development, adding one space per unit increases leasing costs about 12.5%; adding two parking spaces increases leasing costs about 25%.



*Seattle Region Right Size Parking Study*

# *New Parking and Curb Demands*

## Parking

- Electric vehicle recharging stations
- Bicycle parking
- Carshare parking

## Curbs

- Delivery vehicles
- Taxi and ridehailing passenger pickup/dropoff
- Carsharing



# *Parking Facility Costs*

- A typical community has three to six off-street, government-mandated parking spaces per motor vehicle.
- These are costly. Many parking spaces cost more than the vehicles that they serve, and the total value of parking spaces is generally higher than the total value of vehicles.
- For every dollar that motorists spend on their vehicles, they expect somebody to spend more than a dollar on parking to serve it.

# *Comparing Benefits*

<b>Planning Objectives</b>		<b>Parking Management</b>
Reduce parking congestion	✓	✓
Generates revenue		✓
Reduces traffic congestion		✓
Saves consumers money		Varies
Improves mobility for non-drivers		✓
Improves traffic safety		✓
Conserves energy		✓
Reduces pollution emissions		✓
Supports development goals		✓
Improves public fitness & health		✓

# Parking Management Strategies

*Parking Management* consists of various strategies that result in more efficient use of existing parking resources.



# *More Accurate Standards*

- Reduce or adjust requirements to more accurately reflect demand at a particular location, taking into account geographic, demographic and economic factors.
- Some cities are eliminating parking requirements. This does not eliminate parking, it simply allows property owners to determine the number spaces to provide based on demands.



# *Adjustment Factors*



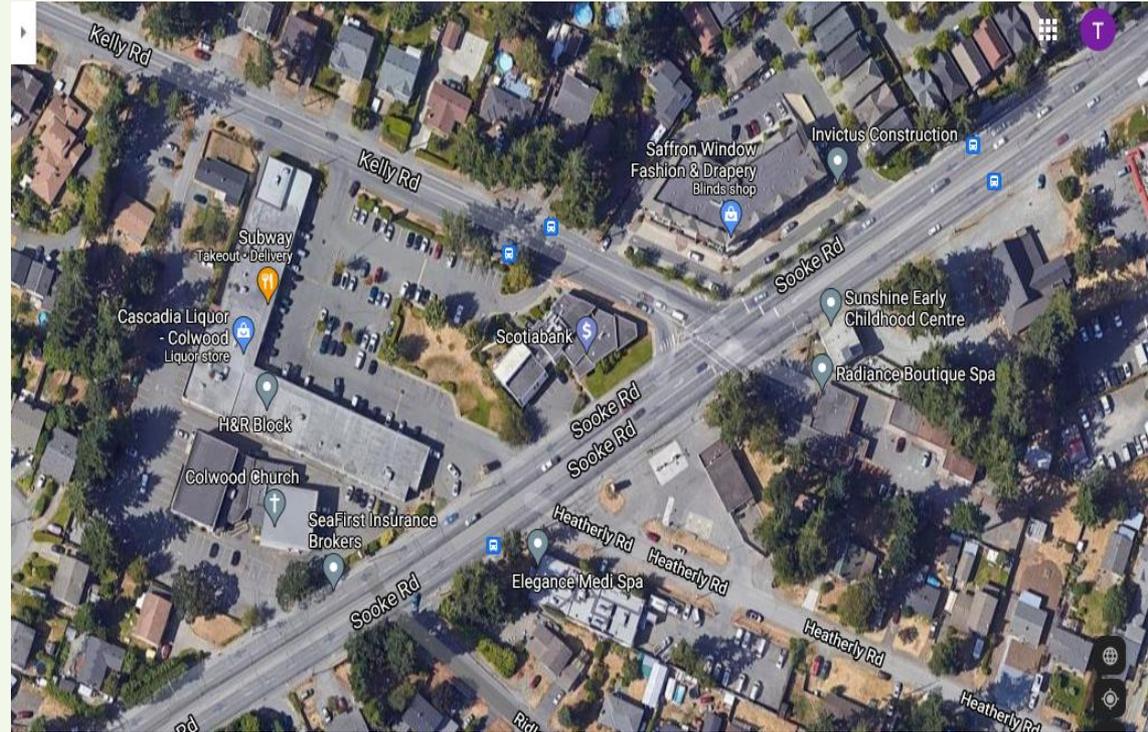
## **Adjustment Factors:**

- Residential and employment density
- Land use mix
- Transit accessibility
- Carsharing
- Walkability
- Cycling facilities
- Demographics (age, employment, income, etc.)
- Pricing
  
- Proximity to overflow parking

# *Shared Parking*

**Parking spaces are shared by multiple users, increasing efficiency:**

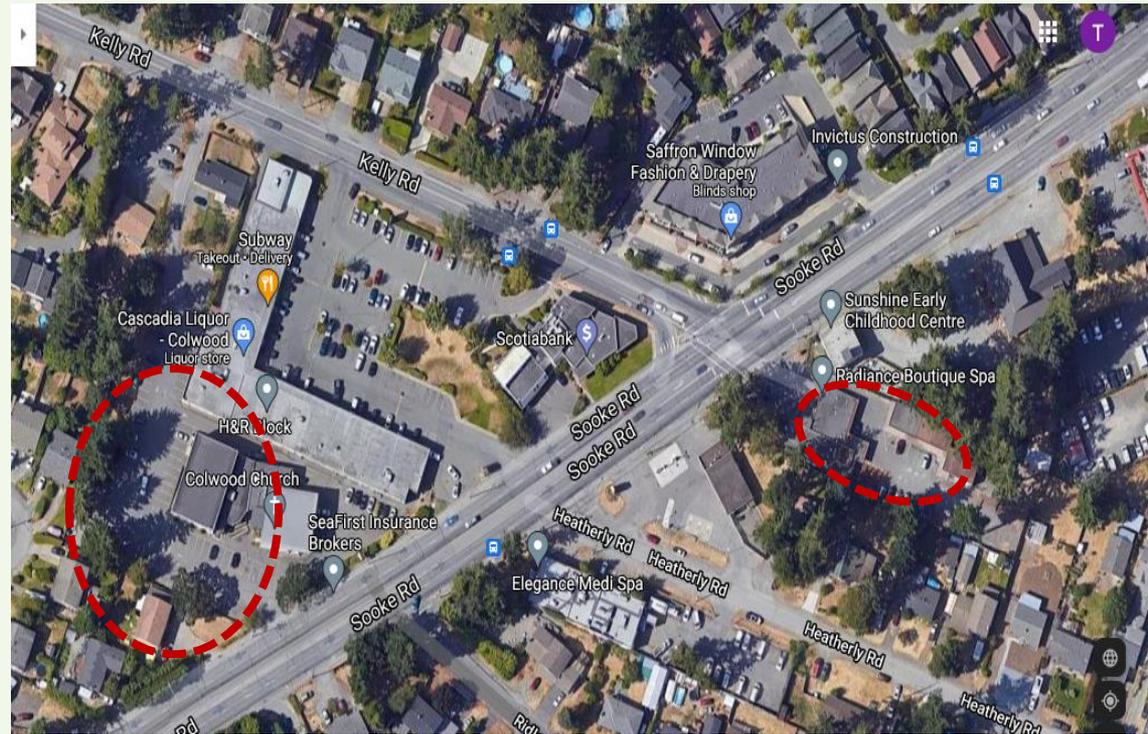
- On-street parking
- Public off-street parking
- Sharing spaces within a parking lot.



# *Shared Parking*

**Parking spaces are shared by multiple users, increasing efficiency:**

- On-street parking
- Public off-street parking
- Sharing spaces within a parking lot.
- Sharing between different land uses.



# *Remote Parking*

- Encouraging longer-term parkers (e.g., employees) to use less-convenient, off-site parking, so more convenient spaces are available for priority users (e.g. customers).
- Negotiate sharing agreements for offsite, overflow parking.



# Improve User Information

- Maps, websites and other visitor resources that provide information concerning travel and parking options.
- Roadway signs that help motorists find appropriate parking, for example, where to park for several hours.
- Information on overflow parking options. “When this lot is full, additional parking is available at...”

## Getting Around



Colwood is just 10 kilometers up the road from BC's capital city of Victoria and less than 40 km from the Victoria International Airport and the BC Ferries Swartz Bay Terminal. Getting around is easy with an efficient public transit system and the Galloping Goose Regional Trail which runs through the City and makes for an easy and enjoyable scenic bike ride into Victoria.

### Airport

Victoria International Airport (YYJ) is less than 40km from Colwood and makes travel to and from the area quick and easy.

### Ferry

BC Ferries travel to and from Vancouver on a regular daily schedule as well as offering services to 25 other routes throughout Coastal British Columbia. The ferries offer excellent service and breathtaking views of the Vancouver Island Coast and surrounding islands.

### Highways

The City of Colwood is just off Trans-Canada Highway 1, Vancouver Island's main transportation artery.

### Coming from Victoria

Trans-Canada Highway 1 runs from downtown Victoria, through the Westshore to Nanaimo, travelling through the urban south Island region and the gorgeous Cowichan Valley. Colwood's City Centre is just south of Highway 1 on the Island Highway (Exit 10). From there, take Ocean Boulevard to reach the Colwood waterfront.

### Coming from the airport or ferries

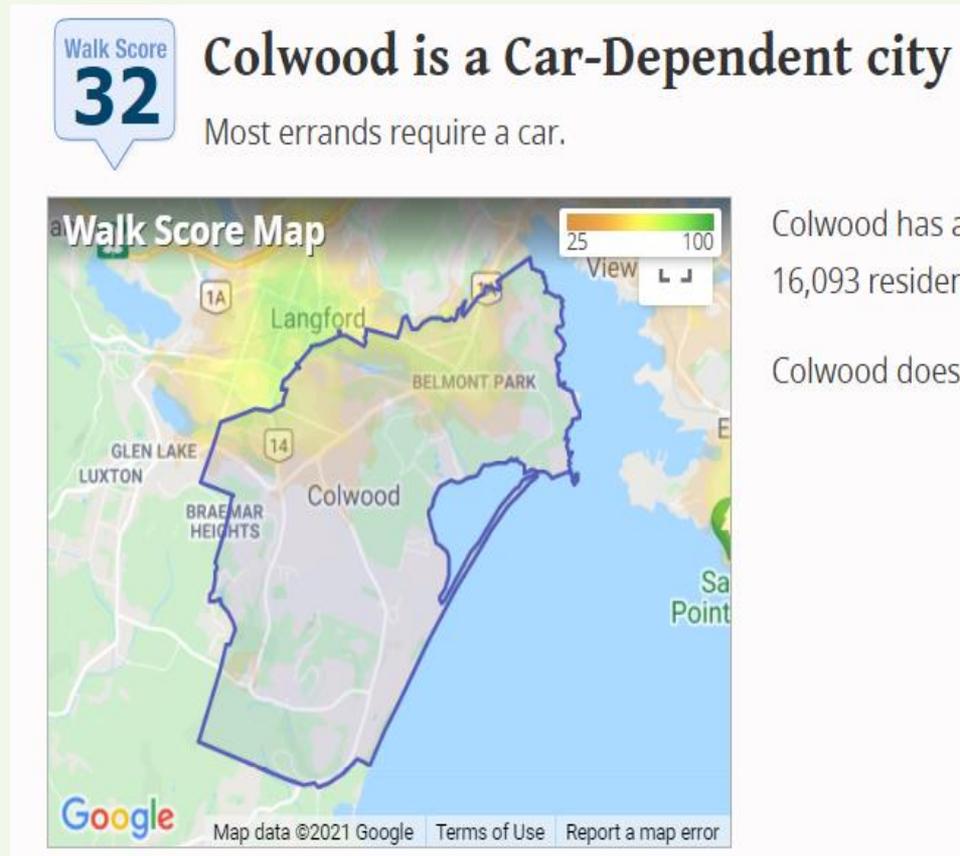
Patricia Bay Highway (BC Highway 17) travels south from the Victoria International Airport and Swartz Bay Ferry Terminal to downtown Victoria through the communities of Sidney and Saanich. "Pot Bay" Highway connects to the Trans-Canada Highway 1 via Exit 7 which travels into the City of Colwood via the Island Highway at Exit 10. Island Highway continues through to the communities of Sooke and Port Renfrew.

# *Improve Walkability*

Walkability determines the ease of travel between parked vehicles and destinations, and therefore the number of parking spaces that can serve a destination. It allows parking sharing (such as between an office and a restaurant), and public transit travel.

Although Colwood has a relatively low Walk Score, some areas are quite walkable (indicated by green in the map), and the City has programs to significantly improve walkability in those areas.

Targeted planning can identify where pedestrian improvements are most needed.



# *Encourage Non-Auto Modes*



# Transportation Management Associations

Transportation Management Associations (TMAs) are public-private member-controlled organizations that provide transportation services in a particular area, such as a city centre, mall or medical center.

TMAs can provide parking brokerage services in an area.

**Learn More**

**April 6th, 2016 Presentation**

Join the BRZ and Town of Canmore at Good Earth Café on Main Street in Canmore at 6:00pm on Wednesday April 6th to hear more about these and other transportation and parking initiatives being pursued in our community.

**Project Details**

Project specific information & notices will be delivered to affected residents and businesses as well as posted online once individual projects progress. For details contact Jacob Johnson at [jjohnson@canmore.ca](mailto:jjohnson@canmore.ca) or 403-678-1549.

**Online**

Visit [www.canmore.ca](http://www.canmore.ca) and check out Livable Canmore.

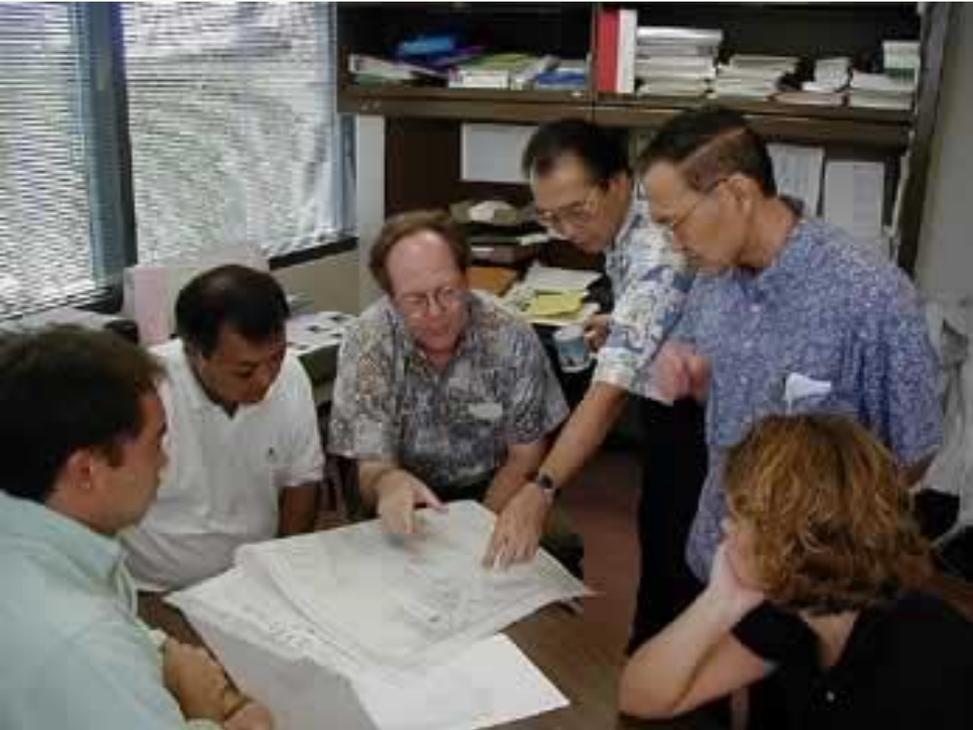
**MANAGING PARKING**  
IN CANMORE'S TOWN CENTRE

**TOWN CENTRE**  
2016 TRANSPORTATION & PARKING PROJECTS

In 2016 the Town and BRZ will be implementing a number of transportation and parking projects and initiatives. These projects have their roots in the 2014 Integrated Transportation Plan, as well as through continued workshops with the BRZ. They reinforce our vibrant Town Centre as the social, cultural, and economic heart of our community. The projects are founded on strategic principals of moving residents and visitors of all ages and abilities through a variety of transportation solutions.

A snapshot of some 2016 projects directly benefiting the Town Centre are listed here for your information. Join the Town and the BRZ on April 6th to learn more about our strategies and other future projects.

# *Employee Trip Reduction Programs*



Employers encourage employees to walk, bicycle, carpool, ride transit and telework rather than drive to work.

# *Efficient Regulation*



Manage and regulate the most convenient spaces to favor higher-value trips.

- Duration (e.g. 60-minute maximum).
- Time (e.g., no parking 9am-5pm).
- Type of Use (deliveries, taxis)
- User Type (customers, residents, disabled users).

# Pricing

- Parking is never really free, consumers either pay directly or indirectly.
- Paying directly tends to be more fair and efficient, and typically reduces parking demand 10-30%.



# *Address Negative Impacts*

- Develop overflow parking plan to address occasional peaks.
- Address specific spillover problems.
- Improve enforcement.
- Improve relations with neighbors.
- Compensate for spillover impacts.



# *Improve Enforcement*

Smart regulations and enforcement are the best solution to many parking problems.

- Responsive
- Effective
- Considerate



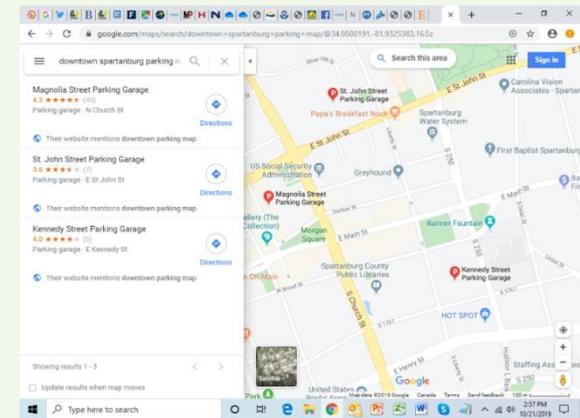
# *New Services and Technologies*

How could new mobility services and technologies may change parking demands? How should communities prepare for an uncertain future?

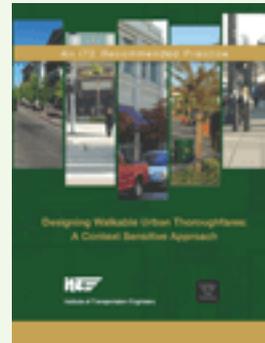
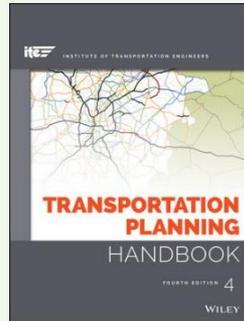
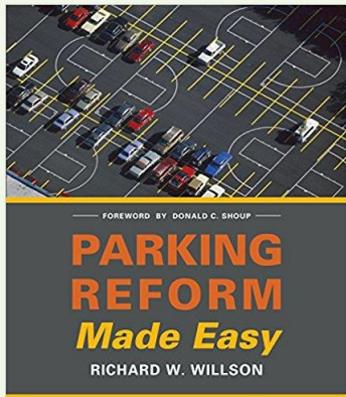


# *Principles for Facility Management*

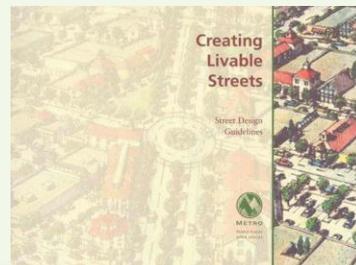
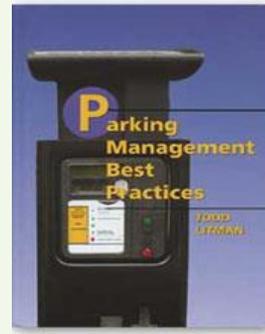
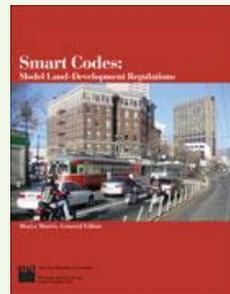
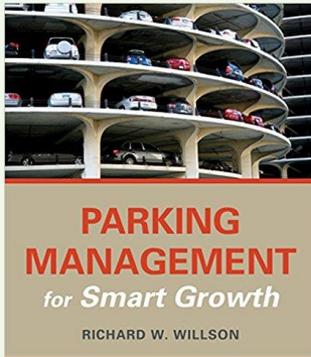
- Provide convenient information when motorists are deciding where to park.
- Only build as much parking as needed.
- Price for cost recovery.
- Vary prices by location and time to maintain 85% occupancy. Adjust prices to reflect changing demands.
- Let motorists choose between cheaper but less convenient, and premium service and priced parking.
- Use convenient payment methods.



# Supported by Professional Organizations



- Institute of Transportation Engineers
- Planning Institutes
- Federal, provincial regional and local transport agencies
- Development and business organizations
- And much more...



# *Define the Problem. Create a Vision*

- What, when and where does Colwood have parking problems?
- How might this change in the future with population and business growth, and changes in travel demands?
- How does parking management fit into the City's long-term vision?
- What data are needed to evaluate parking problems and predict future needs?





**“Reforming Municipal Parking Policies to Align With Strategic Community Goals”**

**“Parking Requirement Impacts On Housing Affordability”**

**“Parking Taxes: Options and Implementation”**

**“Stop Giving Away Valuable Public Assets”**

**“Parking Management Best Practices”**

**“Online TDM Encyclopedia”**

**and more...**

**[www.vtppi.org](http://www.vtppi.org)**

## **2.1. Economic Prosperity Committee - June 14, 2021**

THAT the Agenda of the June 14, 2021, Economic Prosperity Committee be adopted as presented.

**APPROVED BY UNANIMOUS CONSENT**

## **3. ADOPTION OF THE MINUTES**

### **3.1. Economic Prosperity Committee - April 12, 2021**

THAT the minutes of the Economic Prosperity Committee meeting held April 12, 2021, be adopted as presented.

**APPROVED BY UNANIMOUS CONSENT**

## **4. PUBLIC PARTICIPATION**

*No written submissions were received, and no members of the public registered to speak.*

## **5. NEW BUSINESS**

### **5.1. Iain Bourhill, Director of Community Planning Parking Economics: How to Maximize Value Through Efficient Parking Management**

*Todd Litman, Executive Director of Victoria Transport Policy Institute, provided a presentation regarding parking economics and efficient parking management.*

*Committee discussion ensued regarding the following:*

- *creation of transportation management associations*
- *potential for bicycle parking fees*
- *parking impacts on existing neighbourhoods*
- *parking management plans*

## **6. NEXT MEETING**

The next meeting of the Economic Prosperity Committee is scheduled to be held Monday, September 13, 2021.

To: Committee-of-the-Whole  
Date: May 3, 2021  
From: Iain Bourhill, Director of Community Planning  
RE: Off-Street Parking Regulations Bylaw & Parking Variance Policy  
File: 6440-01

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#### RECOMMENDATION

THAT Committee of the Whole consider recommending to Council;

THAT the Draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy be endorsed in principal;

AND THAT public comment be solicited prior to returning to Council with final drafts.

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#### SUMMARY

The document attached as Appendix A titled “Draft Off-Street Parking Regulations Bylaw” dated April 15, 2021 contains a new proposed stand-alone parking bylaw for the City of Colwood. This is part of the City’s larger initiative to update and modernize the Land Use Bylaw No. 151 in which the current parking regulations reside. Primarily based on Official Community Plan (OCP) policy the proposed draft bylaw contains the following:

- Updated off-street parking regulations separate of the Land Use Bylaw;
- Regulations on parking supply rate by land use for vehicle parking, short- and long-term bicycle parking, including end-of-trip facilities, mobility scooter spaces, off-street loading spaces, and the provision of electric vehicle charging infrastructure;
- Specific off-street parking supply rates and design specifications for Colwood’s urban centre; and
- Regulations on parking facility design and construction, including vehicle, bicycle, mobility scooter, loading, and specialty parking stalls such as small car, visitor, and accessible parking.

The second attached document titled “Draft Parking Variance Policy” dated March 15, 2021 is intended to provide guidance regarding future applications for development variance permit applications seeking variances to the Parking Bylaw:

- The process through which the City of Colwood will consider requests for parking variances in new development.
- The criteria under which the City of Colwood should evaluate requests for parking variances, including housing diversity, transportation demand management (TDM), transit proximity, shared parking, and parking facility design.

#### BACKGROUND

The City of Colwood OCP envisions shifting land use, urban form, and transportation options to support sustainable growth and mobility in Colwood. Guidance from the OCP recognizes the intrinsic link between land use, transportation, and environmental sustainability and directs Colwood to implement this understanding in

municipal regulations, including off-street parking regulations for new development. The OCP includes the following direction under Part B: Policies, Section 8 “Streets and Mobility”:

**Policy 8.2.6.3**     *Enable on-street parking wherever appropriate, and review parking standards for new developments to ensure oversupply does not occur and employ parking maximums to reduce surface parking lots and supply over time as part of facilitating mode shift.*

The Off-Street Parking Regulations Bylaw and Parking Variance Policy also contribute to the direction in the City of Colwood 2019-2023 Strategic Plan, to update the Land Use Bylaw identified under the “Prosperity: Colwood is a thriving City” section.

The City engaged transportation planning consultants at Urban Systems to assist with these items in a new Off-Street Parking Regulations Bylaw and Parking Variance Policy, as well as an Amending Bylaw to the City’s Land Use Bylaw to remove parking regulations.

The process used to compile the parking bylaw and policy deliverables included the compilation of three working papers publicly shared on the City’s Let’s Talk Parking Regulations <https://letstalkcolwood.ca/parking> website as follows:

[Working Paper 1: Local Understanding + Best Practices;](#)  
[Working Paper 2: What We Heard Engagement Summary; and](#)  
[Working Paper 3: Strategic Directions.](#)

These documents contain a summary of key background information including a summary of public feedback and are attached to this report as Appendices C, D and E respectively.

## DISCUSSION

### *Off-Street Parking Bylaw*

Following direction from the Official Community Plan and the City of Colwood 2019-2023 Strategic Plan, the Off-Street Parking Regulations Bylaw was developed to address the desire for updated off-street parking requirements. The Bylaw revises minimum parking supply rates for off-street parking for vehicles, bicycles, mobility scooters, loading, and electrical vehicle charging in new development, organized by general land use classifications. Supply rates also include minimum requirements for accessible and visitor parking stalls and maximum supply rates for small car-designated parking. Please see *Appendix A - Strategic Summary of Current vs. Recommended Parking Supply Rates of Working Paper No. 3 – Strategic Directions* **attached as Appendix E to this report** for a table showing the current vs. recommended parking requirements. Please note that the minimum recommended parking requirement for the “Congregate Housing and Group Home Use” in Appendix A of White Paper No. 3 references the minimum parking requirement as “0.25 per dwelling unit”. While the Draft Parking Bylaw states “1 per 120 m<sup>2</sup> of gross floor area” for these uses. This change was based on input from representatives of the CRD who provided information suggesting that this change was advisable based on real-world comparables in Greater Victoria.

Design specifications for off-street parking are also revised, providing regulations concerning parking facility space and aisle dimensions, location, access, landscaping, and surface material. Off-street parking regulations are separated from the Land Use Bylaw through this process. A draft amending bylaw to remove parking regulations from the Land Use Bylaw has also be prepared and would be brought forward for Council’s consideration alongside the Off-Street Parking Regulations Bylaw for formal endorsement.

In addition to the revisions of existing off-street parking regulations, the Off-Street Parking Regulations Bylaw provides new requirements for off-street parking in accordance with policy contained in the Official Community Plan. These include providing differentiated parking supply rates for the City's Urban Centre (Defined in Figure 1 of Appendix A), minimum requirements for the supply of energized spaces to accommodate electric vehicle charging infrastructure, and minimum requirements for end-of-trip facilities for active transportation modes

### **Parking Variance Policy**

The Parking Variance Policy supports the Off-Street Parking Regulations Bylaw by providing clarity to Council staff and the development community on the conditions under which the City will consider a variance from the off-street parking requirements. This includes minor variances (less than 10 spaces, less than 10% of total requirement) sought through development permit to be delegated to staff to reduce development timelines and the volume of requests received by Council.

The Policy indicates that a parking variance should be supported by one or more of the following conditions to be considered by the City:

<b>Housing Diversity</b>	Where market rental or affordable housing is proposed.
<b>Transportation Demand Management</b>	Where transportation demand management initiatives are proposed that are anticipated to result in a measurable reduction in parking demand in perpetuity, including provision of carshare and/or bikeshare, transit infrastructure upgrades, bicycle facilities, among other transportation demand management opportunities.
<b>Transit Proximity</b>	Where proximity to the Frequent Transit Network (FTN) outside of the Urban Centre is anticipated to result in reduced parking demand.
<b>Shared Parking</b>	Where site land uses exhibit complementary parking demand patterns and a means of ensuring that parking will remain unassigned.
<b>Parking Facility Design</b>	Where parking facility design exceed the requirements set out in the Off-Street Parking Regulations Bylaw, including the provision of structure parking, stormwater management, trees and landscaping, pedestrian amenities, or other features.

### **Proposed Next Steps**

Staff recommend that Committee recommend that Council endorse in-principle the Draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy and direct staff to solicit public comment prior to returning with final drafts for Council consideration of initial Readings of the Draft Off-Street Parking Regulations Bylaw and adoption of the Draft Parking Variance Policy.

### **OPTIONS / ALTERNATIVES**

Committee of the Whole may wish to consider the following as options to recommend to Council:

- a. Endorse in-principle the Draft Off-Street Parking Regulations Bylaw and the Draft Parking Variance Policy; **AND**
- b. Direct staff to solicit public comment on the Draft Off-Street Parking Regulations Bylaw and the Draft Parking Variance Policy before presenting final drafts for Council consideration; **OR**

- c. Defer for further information; **OR**
- d. Take no action at this time.

## COMMUNICATIONS

In the development of the Off-Street Parking Regulations Bylaw and Parking Variance Policy research, analysis, and community engagement activities were undertaken to better understand parking needs in Colwood and support updated regulations. These activities were documented in a series of interim reports or “working papers” over the course of the project that summarized the findings of the project phases.

The City engaged the public and stakeholders to solicit input on current off-street parking regulations, experiences in Colwood and other communities, and emerging trends in parking regulations. Due to the limitations of the COVID-19 pandemic on public consultation, engagement with the public was conducted through an online survey hosted on the Let’s Talk Colwood page from August 17<sup>th</sup> to September 18<sup>th</sup>, 2020. The online survey was promoted through City of Colwood website and social media channels, and promotional posters distributed throughout the community. The project team received 87 total survey responses. Further, 6 interviews were conducted with representatives of the development industry, cycling groups, seniors’ groups, homeowners, and local businesses. Direct engagement with the Lead Advocate Accessible Parking BC has also been made and is expected to continue pending release of the draft bylaw and policy.

Feedback received from the online survey, stakeholder interviews, and additional engagement on social media was considered in the development of the Draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy. A summary report of all input collected is available on the Let’s Talk Colwood Website in the “What We Heard” Engagement Summary working paper alongside two additional reports overviewing local understanding and best practices, and strategic directions and key recommendations for off-street parking regulation.

## FINANCIAL CONSIDERATION

No additional financial considerations for the City of Colwood result from the Draft Off-Street Parking Regulations Bylaw and Draft Parking Variance Policy. Application of the new bylaw and variance policy is expected to streamline the development approval process as it relates to parking, as less variances to reduce what are generally speaking comparatively high current requirement for the provision of parking spaces. This streamlining is hoped to result in less overhead costs associated with processing development applications.

## STRATEGIC PLAN AND RELATED POLICIES

As noted above, Council has endorsed updating the Land Use Bylaw through the City of Colwood 2019-2023 Strategic Plan. An important first step is removing parking regulations from the Land Use Bylaw through formal amendment and creating the stand-alone Off-Street Parking Regulations Bylaw and Parking Variance Policy. Implementing this tactic aligns with other direction in the Official Community Plan and the Transportation Master Plan, outlined below.

### Official Community Plan

**Objective 8.2.2** *To improve the safety, comfort, convenience, and enjoyment of walking for residents of all ages and abilities, making it the first choice for short trips, and treating sidewalks as public places for gathering, shopping, resting, playing and other activities in addition to walking.*

**Policy 8.2.3.5** *Require human-scale development by:*

- e. *Requiring that all surface parking be situated behind buildings, such that parking does not separate pedestrians from building frontages, particularly in mixed-use areas; and*
- f. *Encouraging underground parking.*

**Objective 8.2.3** *To improve the safety, comfort, convenience, and enjoyment of cycling for both recreational and destination-oriented trips.*

**Policy 8.2.3.5** *Provide safe and secure short term bicycle parking (i.e. less than two hours) in commercial, community, and recreation areas.*

**Policy 8.2.3.6** *Provide safe and secure long term bicycle parking (i.e. more than two hours) in multi-unit residential, workplace, and transit areas, including sheltered/enclosed racks and lockers.*

**Objective 8.2.5** *To enable the efficient delivery of goods to local businesses and institutions in Colwood.*

**Policy 8.2.5.1** *Identify strategies for goods movement and delivery in all new commercial development.*

**Objective 8.2.6** *To enable the safe movement of vehicles, effectively manage parking, encourage greener solutions for personal vehicle use, and anticipate changing trends in vehicular use.*

**Policy 8.2.6.2** *Improve the relative attractiveness of transit and active modes over single occupancy vehicle use by:*

- a. *Working with developers to identify appropriate TDM measures for their development, potentially in exchange for reduced parking requirements; and*

**Policy 8.2.6.3** *Enable on-street parking wherever appropriate, and review parking standards for new developments to ensure oversupply does not occur, and employ parking maximums to reduce surface parking lots and supply over time as part of facilitating mode shift.*

**Policy 8.2.6.6** *Support the use of electric vehicles by:*

- a. *Reviewing parking standards to identify how electric vehicle charging stations can be included in new residential and commercial developments, as part of the Zoning Bylaw update.*

## Transportation Master Plan

### A Network of Vibrant Centres

#### Strategic Direction

Integrate land use and transportation planning in the development of compact, mixed-use vibrant centres to support walking, cycling, transit service, and economic development.

#### Action

#### Initiative

Support Complete Streets      **Enhance Cycling and Pedestrian Connections.** Provide safe routes between Vibrant Centres for cyclists and pedestrians with separated bicycle lanes on arterial and

**Between Vibrant Centres** collector roads. Provide end-of-trip facilities such as bicycle racks or long term bicycle parking at Regional Centres to support regional multi-modal trips.

**Reduce Vehicle Traffic.** Utilize transportation demand management strategies to discourage automobile usage. This can include reducing available parking, limiting vehicle access to services, limiting parking to short term or pay parking, reducing parking requirements, and/or providing various incentives to pedestrians, cyclists, transit users and carpool users.

**Invest in the Public Realm** **Urban Design for the People.** To support human scale development the following sample urban design recommendations apply:

- minimize vehicle parking fronting commercial uses from arterial or collector roads,
- encourage underground parking and reduced parking ratio requirements, and
- limit vehicle access to encourage walking from store to store.

### Comfortable Cycling Facilities

#### Strategic Direction

Make cycling a safe, comfortable, convenient and fun experience for residents and visitors of all ages and abilities.

Action	Initiatives
--------	-------------

Make Cycling More Convenient	<b>End-of Trip Facilities.</b> The City should amend its Zoning Bylaw to require end-of-trip facilities such as showers and clothing lockers for major employers.
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**Bicycle-Transit Integration.** The City should work with BC Transit to ensure that attractive and secure short-term and long-term bicycle parking is provided at all existing and planned transit exchanges. At these exchanges, short and long-term bicycle parking would allow cyclists to “park and ride” on transit

### Complete Streets

#### Strategic Direction

Improve the transportation network to enable safe, convenient and comfortable travel for users of all ages abilities, and modes of mobility while managing capacity demands and future growth.

Action	Initiatives
--------	-------------

Managing the Impacts of Vehicle Transportation	<b>Support Transportation Demand Management</b> strategies to shift travel patterns and reduce the number of trips, change to a more sustainable mode of travel, and to change vehicle types to reduce the amount of emissions and energy use per kilometer of travel. TDM programs focus on educating and incentivizing the public to make different transportation choices. Strategies include complimentary transit passes, car share memberships, electric vehicle plug-ins, and active transportation resources.
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**Develop a Parking Strategy.** Strategic on- and off-street parking policies can be applied to encourage the use of alternative transportation modes, densification, economic activity and, over time, reduce overall parking demand.

**Low or Zero Emissions Vehicles.** Promoting the use of low or zero emissions vehicles can help reduce the community-wide GHG emissions throughout the City. The City can encourage these vehicles by updating its parking requirements to provide electric vehicle charging stations throughout the City. This will build on the car charging stations the City has already installed at City Hall Colwood Transit Exchange Park and Ride, Juan de Fuca Library, Royal Bay Bakery, and Royal Roads University.

Respectfully submitted,



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Iain Bourhill, RPP, MCIP  
Director of Community Planning

**ADMINISTRATORS COMMENTS:**

I have read the report and endorse the recommendation



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Robert Earl  
Chief Administrative Officer

**Attachments:**

**Appendix A:** Draft Colwood Off-Street Parking Regulations Bylaw, dated April 15, 2021;

**Appendix B:** Draft Colwood Parking Variance Policy, dated March 15, 2021;

**Appendix C:** Working Paper 1: Local Understanding + Best Practices, dated September 2, 2020;

**Appendix D:** Working Paper 2: What We Heard Engagement Summary; dated November 2, 2020 and

**Appendix E:** Working Paper 3: Strategic Directions; dated November 27, 2020.



**CITY OF COLWOOD  
BYLAW NO. ####**

**A BYLAW TO REGULATE OFF-STREET PARKING IN THE CITY OF COLWOOD**

**WHEREAS** Section 525 of the Local Government Act authorizes the City of Colwood to, by bylaw, require, establish design standards and accept cash instead in relation to off-street parking and loading spaces;

**THEREFORE** the Council of the City of Colwood, in an open meeting assembled, hereby enacts as follows:

**SECTION 1 – TITLE AND ADMINISTRATION**

**1.1 Title**

This Bylaw may be cited as the City of Colwood’s “Off-Street Parking Regulations Bylaw No. ####”.

**1.2 Definitions**

1. The Definitions as established in Section 1.2 of City of Colwood, Land Use Bylaw No. 151 1989 are applicable in the interpretation of this Bylaw.
2. In this Bylaw, unless otherwise stated, the following definitions shall apply:

**“Arts and Cultural Facility”** means a facility used for displaying, storing, restoring or the holding of events related to art, literature, music, history, performing arts or science including, but not limited to: an art gallery, archive, museum, theatre, or interpretive centre.

**“Assembly Use”** means a use providing for the gathering of people or artifacts for scientific, private educational, cultural, religious, philanthropic, or charitable, and includes but is not limited to a convention centre, banquet hall, funeral parlour, community centre, and stadiums or arenas.

**“Bicycle Parking Space”** means an area of land or building used for Short-Term or Long-Term Bicycle Parking.

**“Brewery / Distillery”** means a building or structure used for the production of beer, cider, wine, or other spirits.

**“Day Care Centre”** means the use of land and building for the purpose of providing provincially licensed daily care to children.

**“Electric Vehicle (EV)”** means a vehicle that uses electricity for propulsion, and that can use an external source of electricity to charge the vehicle’s batteries.

**“Energized EV Outlet”** means a connected point in an electrical wiring installation at which sufficient current may be taken to supply Electric Vehicle Supply Equipment.

**“EV Supply Equipment (EVSE)”** means a complete assembly installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an electric vehicle.

**“Energized Space”** means a parking space that is equipped with an Energized EV Outlet.

**“Furniture and Appliance Sales”** means the commercial use of a building providing for the retail sale, or wholesale and retail sale of furniture, wall coverings, floor coverings, or major household appliances.

**“Hardsurfaced”** means covered or finished with a durable, dust-free road surface construction of concrete, asphalt or similar material.

**“Long-Term Bicycle Parking”** means a bicycle space primarily designed to provide long-term parking for employees or residents of the building.

**“Off-Street Parking”** means all vehicle, bicycle, mobility scooter, and energized parking spaces, facilities, and structures not located on a highway.

**“Oversized Bicycle”** means larger, non-standard bicycles such as cargo bikes, bicycles with trailers, recumbent bicycles, and other larger bicycles.

**“Permeable”** means hard surfacing specifically designed to allow the movement of water to flow through the surface, but does not include unconsolidated materials such as crushed rock, gravel, grass, earth or other loose materials.

**“Recreational Facility”** means a use of land, buildings, or structures designed and equipped for sports and recreational activities, including but not limited to swimming pools, ice rinks, curling rinks, gymnasiums excluding any facilities or activity involving mechanical rides or the use of power driven vehicles other than golf carts.

**“Short-Term Bicycle Parking”** means bicycle spaces primarily designed to provide short-term parking for persons who are not residents or employees of the building.

## SECTION 2 – OFF-STREET PARKING REQUIREMENTS AND REGULATIONS

### 2.1 Application

1. Owners of land, or any building or structure, within the City of Colwood, shall provide and maintain off-street parking and loading spaces in accordance with the requirements of this bylaw.
2. If land, or a building or structure, is used other than for a use specifically listed in this bylaw, the parking or loading requirements for that use shall be determined by reference to the most similar use that is specifically listed.
3. All required parking and loading spaces shall be located entirely within the same lot as the building, structure or use for which they are intended to serve.

### 2.2 Existing Uses

1. The regulations contained within this Bylaw shall not apply to buildings, structures or uses existing at the time of adoption of this Bylaw, except:
  - a. Where there is a cumulative increase in gross floor area of a building or structure over a five-year period due to an addition or external renovation and the gross floor area is increased by more than 10% or 100 m<sup>2</sup>, whichever is lesser, off-street parking shall be increased to equal or exceed the parking required in applying the provisions of this bylaw to the entire building or lot, including the addition or external renovation.
  - b. Where any building or structure undergoes a change of use that results in an increase in the parking requirement beyond 20% of the required parking prior to the change of use, the off-street parking shall be increased to equal or exceed the parking required in applying the provisions of this Bylaw to the entire building, structure or lot that results from the change in use.
  - c. Off-street parking existing at the time of adoption of this Bylaw shall not be reduced below the applicable off-street parking regulations of this Section.

### 2.3 Calculation of Parking and Loading Requirements

1. When the calculation of vehicle space, energized space or loading space requirements results in a fractional figure, it shall be rounded upward to the nearest whole number where the fractional portion is equal to or exceeds 0.5.
2. When the calculation of bicycle and scooter parking requirements results in a fractional number, it shall be rounded up to the next highest whole number.
3. Parking spaces within a garage must not be considered in determining compliance with vehicle parking space requirements for secondary suites or accessory dwelling units within Residential, One-family Dwelling and Duplex uses.
4. In the case of different uses on the same lot, the total off-street parking, energized space, and loading space requirement shall be the sum of the uses computed separately.

## SECTION 3 – VEHICLE PARKING REQUIREMENTS

### 3.1 Vehicle Parking Supply

1. The minimum number of required off-street vehicle parking spaces are established in **Table 1**.
2. For the purposes of minimum off-street vehicle parking requirements, the “Urban Centre” area refers to any lot entirely or partially within those areas defined in **Figure 1**. Areas outside of the “Urban Centre” are defined as “All Other Areas”.
3. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “Urban Centre” area may exceed the minimum requirement by up to 10%, above which any additional parking supply in excess of the minimum requirement, including the initial 10% in excess of the minimum requirement, shall be provided as structured parking.
  - a. Where the parking supply exceeds 50% of the minimum requirement, all parking supply shall be contained within a parking structure.
4. Pursuant to the Local Government Act, Section 491 (7, 9), for applications subject to a development permit, off-street vehicle parking supply for a lot in the “All Other Areas” area may exceed the minimum requirements by up to 30%.
  - a. Upon exceeding 10% of the minimum parking requirement, the entire parking area shall include the following design enhancements:
    - i. 10% of the total parking facility area is to be soft landscape and include trees.
    - ii. The parking facility is to be surfaced with a durable permeable material.

**TABLE 1. MINIMUM VEHICLE PARKING SUPPLY REQUIREMENTS**

Use	Parking Requirement		Minimum Energized Spaces
	Urban Centre	All Other Areas	
<b>Residential</b>			
Residential, One-family Dwelling	2 per dwelling unit		100%
Secondary Suite and Accessory Dwelling Unit	1 per dwelling unit		100%
Duplex	2 per dwelling unit		100%
Attached Housing (including Triplex, Rowhouse and Townhouse)	1.5 per dwelling unit	2 per dwelling unit	100%
Residential, Multi-Family (Apartments)	0.8 per bachelor dwelling unit	1.0 per bachelor dwelling unit	100%
	1.0 per one-bedroom dwelling unit	1.25 per one-bedroom dwelling unit	
	1.3 per two-bedroom dwelling unit	1.6 per two-bedroom dwelling unit	
	1.5 per dwelling unit greater than two bedrooms	2 per dwelling unit greater than two bedrooms	
Congregate Housing and Group Home Use	1 per 120m <sup>2</sup> of gross floor area		5%
<b>Commercial</b>			
Animal Hospital	1 per 20m <sup>2</sup> of gross floor area		0
Automotive Sales and Repairs	1 per 35m <sup>2</sup> of gross floor area		10%
Bank	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area	10%
Boat Sales and Repairs	1 per 40m <sup>2</sup> of gross floor area		10%
Building Material Supply	1 per 80m <sup>2</sup> of gross floor area		10%
<u>Furniture and Appliance Sales</u>	1 per 80m <sup>2</sup> of gross floor area		10%
Gasoline Service Station and Car Wash	1 per 35m <sup>2</sup> of gross floor area	1 per 30m <sup>2</sup> of gross floor area	20%
Hotel, Motel, Bed and Breakfast and Other Short-Term Accommodation	1 per rental room		10%

Use			Minimum Energized Spaces
	Urban Centre	All Other Areas	
Live / Work Studio or Home Occupation	1 per business in addition to the requirement for residential parking	N/A	10%
Home Occupation – Office Use Only	N/A		0
Home Occupation - Daycare	2 plus 1 space per employee in addition to the requirement for residential parking		0
Nurseries and Greenhouses	1 per 35m <sup>2</sup> of gross floor area used for retail use		0
Offices	1 per 45m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area	10%
Offices, Medical	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area	10%
Personal Service	1 per 25m <sup>2</sup> of gross floor area	1 per 20m <sup>2</sup> of gross floor area	10%
Public House and Brewhouse	1 per 15m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses	1 per 10m <sup>2</sup> of gross floor area used for Assembly, plus 1 per 100m <sup>2</sup> of brewery uses	10%
Restaurant (including Coffee Shop, Bakery)	1 per 15m <sup>2</sup> of gross floor area	1 per 10m <sup>2</sup> of gross floor area	10%
Restaurant, Drive-in Business	1 per 20m <sup>2</sup> of gross floor area		10%
Retail Store, Supermarkets, Liquor and Other Retail Personal Uses	Less than 400m <sup>2</sup> of gross floor area - 1 per 36m <sup>2</sup>	Less than 400m <sup>2</sup> of gross floor area - 1 per 30m <sup>2</sup>	10%
	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 42m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross floor area - 1 per 35m <sup>2</sup>	
	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 48m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross floor area - 1 per 40m <sup>2</sup>	
Shopping Centre	1 per 30m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	10%
<b>Industrial</b>			
Agriculture	1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses		0
<u>Brewery / Distillery</u>	1 per 100m <sup>2</sup> of gross floor area		0
Manufacturing and Industrial Uses	1 per 100m <sup>2</sup> of gross floor area		0
Warehouse, Storage and Mini-Storage	1 per 180m <sup>2</sup> of gross floor area		0

Use	Parking Requirement		Minimum Energized Spaces
	Urban Centre	All Other Areas	
<b>Institutional, Cultural and Recreational</b>			
<u>Arts and Cultural Facility</u> (including, museums and art galleries)	1 per 50m <sup>2</sup> of gross floor area		5%
<u>Assembly Use</u> (including convention centres, banquet halls, funeral parlours, community centres, and stadiums or arenas)	1 per 15m <sup>2</sup> of gross floor area		5%
Church	1 per 12m <sup>2</sup> of gross floor area used for Assembly		
<u>Day Care Centre</u>	1 per 50m <sup>2</sup> of gross floor area		10%
Golf Course	4 per golf hole		10%
Golf Practice Range	1 per range tee		10%
Hospital	1 per 50m <sup>2</sup> of gross floor area		10%
Post-Secondary Institution (University or College)	1 per 70m <sup>2</sup> of gross floor area		5%
<u>Recreational Facility</u> (including commercial recreational facilities, and similar uses)	1 per 20m <sup>2</sup> of gross floor area		5%
Scientific or Technological Research Facility	1 per 20m <sup>2</sup> of gross floor area		5%
School, Elementary and Middle	1 per 120m <sup>2</sup> of gross floor area		5%
School, Secondary	1 per 80m <sup>2</sup> of gross floor area		5%

**FIGURE 1. "URBAN CENTRE" AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS**



**3.2 Electric Vehicle Charging Supply**

1. The minimum number of energized spaces shall be provided per **Table 1**.

**3.3 Small Car Parking Supply**

1. A maximum of 30% of the total required parking spaces may be designed for small cars.

**3.4 Accessible Parking Supply**

1. For Congregate Housing and Group Home Use, 15% of all required vehicle parking spaces shall be provided as accessible parking.
2. For Hospital uses, 15% of all required vehicle parking spaces shall be provided as accessible parking.
3. For all other uses, the minimum number of required accessible parking spaces is established in **Table 2**.

**TABLE 2. ACCESSIBLE PARKING SUPPLY REQUIREMENTS**

Total Vehicle Parking Supply Required	Accessible Parking Supply Required
0 – 10 spaces	0 spaces
11 – 50 spaces	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

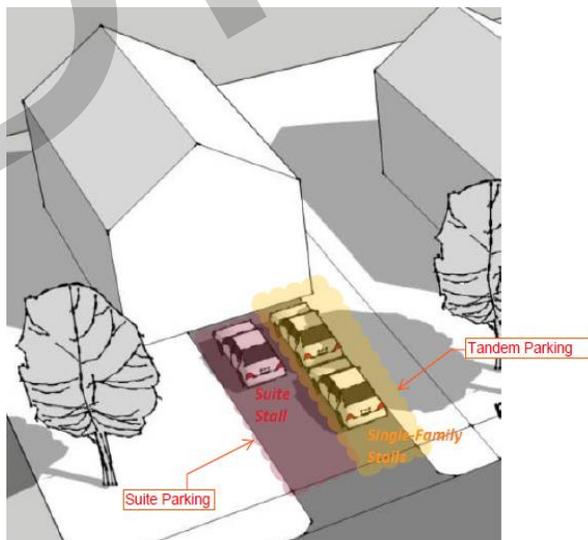
**3.5 Visitor Parking**

1. For Residential, Multi-Family uses, visitor parking shall be provided at a rate of 0.2 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
2. For Attached Housing uses, visitor parking shall be provided at a rate of 0.1 spaces per dwelling unit in addition to the minimum parking requirement identified in Section 3.1.1.
3. Visitor parking is not required for Residential, Multi-Family or Attached Housing uses located above Retail Store, Supermarkets, Liquor and Other Retail Personal Uses.
4. Visitor parking spaces shall be clearly marked “VISITOR” on the parking surface.

### 3.6 Parking Design and Layout

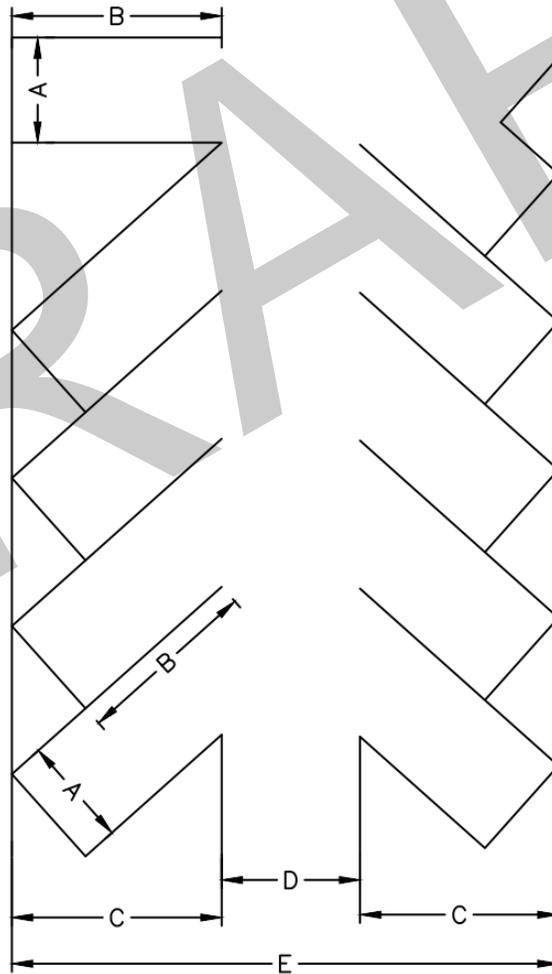
1. Vehicle parking space and aisle dimensions shall be in accordance with the standards outlined in the **Table 3**.
2. All required parking spaces must have direct, unobstructed access to and from an adjacent highway or parking aisle, except that a maximum of one parking space provided for the following uses may be separated from an adjacent highway by one other parking space:
  - a. Attached Housing
  - b. Duplex
  - c. Residential, One-family Dwelling, provided that:
    - i. Parking space provided for a secondary suite or accessory dwelling unit have unobstructed access, as shown in **Figure 2**.
3. Where a parking space abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
  - a. Include an additional 0.3 m in width where it abuts an obstruction on one side.
  - b. Include an additional 0.6 m in width where it abuts an obstruction on both sides.
4. For Residential, One-family Dwelling and Duplex uses, no more than three (3) parking spaces per dwelling unit shall be permitted in a front yard.
5. For Mixed-Use buildings, parking spaces for residential dwelling units shall be separate from those provided for other uses and shall have a sign stating that the parking is for residential purposes only.
6. A required parking space may be open or enclosed, and may be outside, under, within, or on the roof of a building.

**FIGURE 2.** REQUIRED ALLOCATION OF PARKING SPACES IN RESIDENTIAL, ONE-FAMILY DWELLING USES WITH A SECONDARY SUITE



**TABLE 3. VEHICLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

Parking Angle	Parking Space / Aisle Dimensions				
	Width (A)	Length (B)	Depth to Curb	Aisle Width (D)	Total Module (E)
0°	2.6m	7.0m	2.6m	3.7m	8.9m
30°	2.6m	5.8m	5.2m	3.7m	14.1m
45°	2.6m	5.8m	5.9m	4.1m	15.9m
60°	2.6m	5.8m <td 6.3m	5.6m	18.2m	
90°	2.6m	5.8m	5.8m	7.6m	19.2m



### 3.7 Surface Material

1. All off-street parking areas shall be hardsurfaced, except:
  - a. For an Industrial Use, any area at the rear or the side of the principal building provided or required for off-street vehicle parking need not be hardsurfaced, but shall be of such a surface that will minimize the carrying of dirt or foreign matter upon the highway.

### 3.8 Landscape

1. Where thirty (30) or more vehicle parking spaces are required and parking is provided in a surface parking facility, a minimum of 5% of the parking facility shall be landscape area consisting of grass, plants, trees or stormwater management facilities.
2. Where a vehicle parking facility is located adjacent to a highway, the facility shall include a soft landscaped area of a minimum 1.0 m in width between the parking facility and the highway boundary.

### 3.9 Pedestrian Facilities

1. Where thirty (30) or more vehicle parking spaces are required, a pedestrian walkway shall be installed over the length of the parking facility providing direct access to the primary building entrance.
2. Any vehicle parking spaces abutting a pedestrian walkway shall include a physical barrier that prevents a vehicle from protruding into the pedestrian walkway.

### 3.10 Small Car Parking Space Design

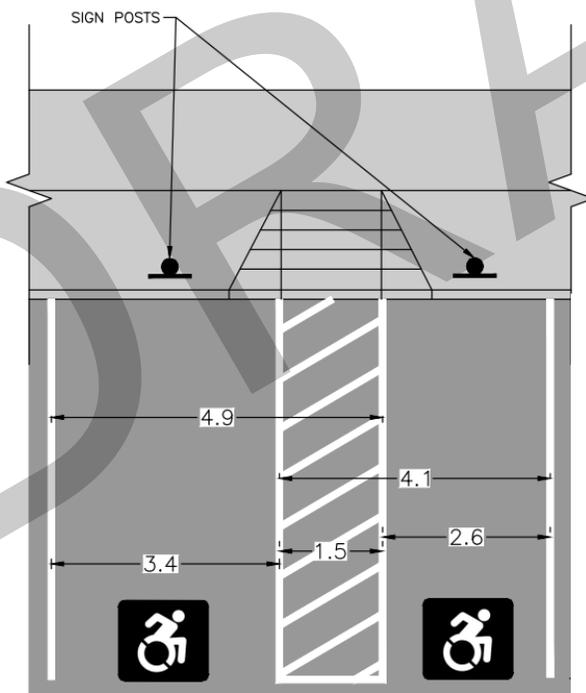
1. Small car parking spaces may be reduced in depth for 90-degree parking spaces from 5.8m to 4.5m.
2. Small car parking spaces shall include "SMALL CAR" on the parking surface.

### 3.11 Accessible Parking Design

1. Accessible parking spaces shall be located closest to the accessible building entrance or site access point.
2. Accessible parking space and aisle dimensions shall be in accordance with the standards outlined below and in **Figure 3**:
  - a. Accessible parking spaces shall be a minimum 4.1 m in width.
  - b. Van accessible parking spaces shall be a minimum 4.9 m in width.

- c. All accessible parking space(s) shall maintain an adjacent access aisle of a minimum 1.5 m in width marked with a diagonal hatched pavement marking.
  - d. Two adjacent accessible parking spaces may share a single access aisle.
3. Where an accessible parking space abuts an obstruction, including but not limited to a wall, column, fence, curb and property line, the parking space shall:
    - a. Include an additional 0.3 m in width where it abuts an obstruction on one side.
    - b. Include an additional 0.6 m in width where it abuts an obstruction on both sides.
  4. Accessible parking spaces must have a firm, stable, and slip resistant surface.
  5. Accessible parking spaces, adjacent drive aisles and key circulation corridors shall be level, with a maximum 5% slope in any direction.
  6. Curb ramps shall be used on any curb between the parking space and the building entrance where needed to facilitate circulation between the parking surface level and sidewalk or walkway level.

**FIGURE 3. ACCESSIBLE PARKING DIMENSION REQUIREMENTS**



## SECTION 4 – LOADING SPACE REQUIREMENTS

### 4.1 Loading Space Supply

1. For Commercial, Industrial, Institutional or other similar use, loading spaces shall be supplied as specified in this Section.
2. The minimum number of required loading spaces is established in established in **Table 4**.

**TABLE 4. OFF-STREET LOADING SPACE SUPPLY REQUIREMENTS**

Use	Building Gross Floor Area (GFA)	Required Number of Off-Street Loading Spaces
Retail Store, Shopping Centre and Industrial Uses	300m <sup>2</sup> to 500m <sup>2</sup>	1
	500m <sup>2</sup> to 2,500m <sup>2</sup>	2
	Each additional 2,500m <sup>2</sup>	+1
Office, Hospital, School, Post-Secondary Institution, Assembly Use, Place of Public Assembly, or similar use	3,000m <sup>2</sup> to 6,000m <sup>2</sup>	1
	Each additional 3,000m <sup>2</sup>	+1

### 4.2 Loading Space Design and Layout

1. Access to the loading spaces shall be so arranged that no backing or turning movements of vehicles going to and from the lot causes interference with traffic on the adjoining or abutting highways.
2. All loading spaces shall be located on the lot so that they do not interfere with adjacent vehicle parking, driveway aisles or pedestrian walkways.
3. All loading spaces shall be screened from view from driveway entrances, parking areas, adjacent properties, and adjacent streets.
4. Loading spaces shall be of adequate size and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading.
  - a. In no case shall the dimension of a loading space be less than 10.0 m in length and 3.0 m in width with less than 4.0 m of overhead clearance.

**SECTION 5 – BICYCLE AND MOBILITY SCOOTER PARKING REQUIREMENTS**

**5.1 Bicycle and Mobility Scooter Parking Spaces**

1. The owners or occupiers of any building in any zone shall provide short-term bicycle parking, long-term bicycle parking, and mobility scooter parking as specified in this Section.
2. The minimum number of required bicycle and mobility scooter parking spaces is established in **Table 5**.
3. In the case of a use not specifically mentioned, the required spaces shall be the same as for a similar use.

**TABLE 5. MINIMUM BICYCLE AND MOBILITY SCOOTER PARKING SUPPLY REQUIREMENTS**

Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Residential</b>			
One-Family Dwelling, Secondary Suite and Duplex	N/A		N/A
Attached Housing	1.0 per dwelling unit	6 spaces per building	N/A
Multi-Family Dwelling	1.0 per dwelling unit < 60 m <sup>2</sup> 1.25 per dwelling unit > 60 m <sup>2</sup>	6 spaces per building	N/A
Congregate Housing and Group Home Use	0.1 per dwelling unit	6 spaces per building	0.3 per dwelling unit
<b>Commercial</b>			
Hotel, Motel	1 per 15 rental rooms	6 spaces per building	1 space per building
Bed and Breakfast	N/A	2 spaces per building	N/A
Offices, Retail, Services, Restaurant	1 per 250m <sup>2</sup> of gross floor area	6 spaces per building	1 space per building
Shopping Centre	1 per each 250m <sup>2</sup> of gross floor area for the first 5,000m <sup>2</sup> , and 1 per each 500m <sup>2</sup> of gross floor area for any additional area	6 spaces per building	1 space per building
<b>Industrial</b>			
All Industrial	1 per 1,000m <sup>2</sup> of gross floor area	6 spaces per building	N/A

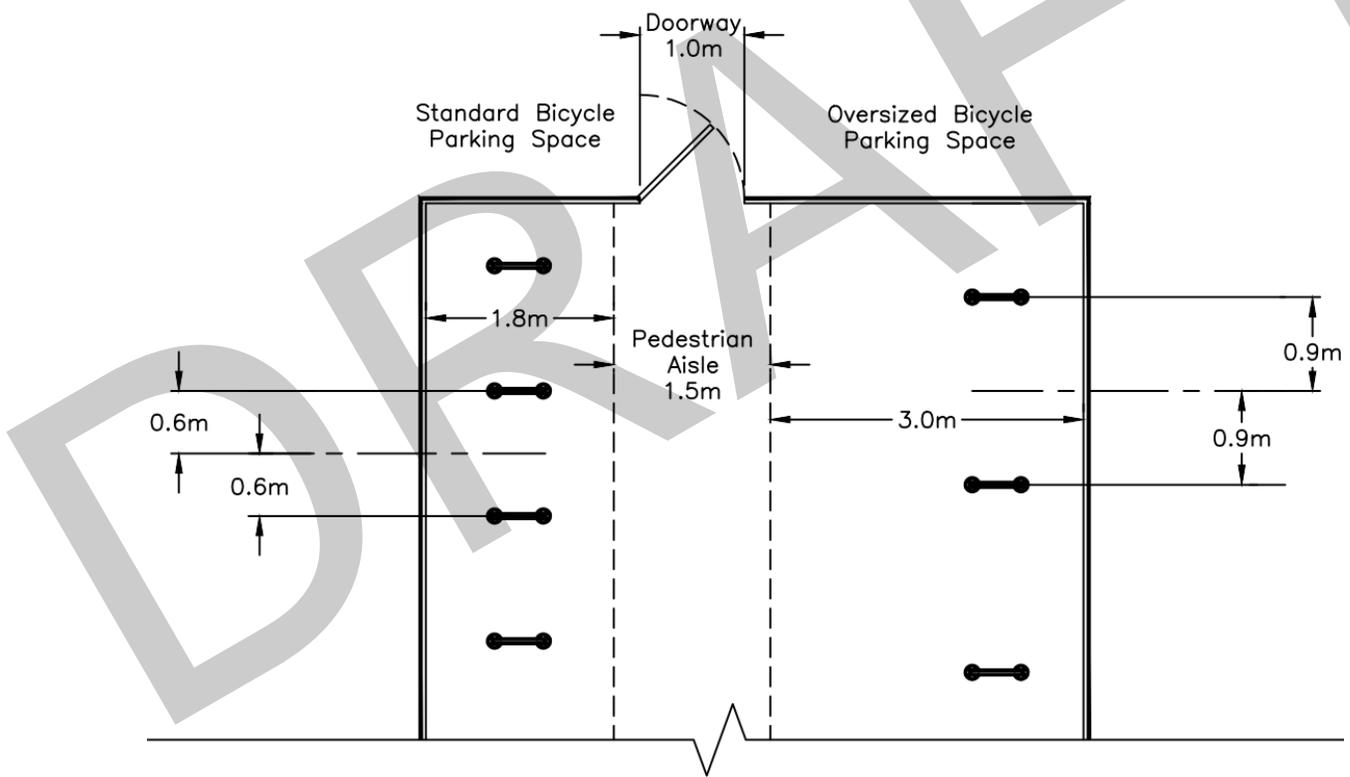
Use	Required <u>Bicycle Parking Spaces</u>		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Institutional, Cultural and Recreational</b>			
<u>Assembly Use</u>	1 per 250m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	2 spaces per building
Civic Uses	1 per 250m <sup>2</sup> of gross floor area	1 per 200m <sup>2</sup> of gross floor area	2 spaces per building
Hospital	1 per 500m <sup>2</sup> of gross floor area	6 spaces at each public building entrance	2 spaces at each public building entrance
Church	1 per 500m <sup>2</sup> of gross floor area	6 spaces per building	2 spaces per building
School (Elementary, Middle, or Secondary)	1 per 1,600m <sup>2</sup> of gross floor area	1 per 125m <sup>2</sup> of gross floor area	N/A
Post-Secondary Institution (University or College)	1 per 500m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A
<u>Recreational Facility</u>	1 per 400m <sup>2</sup> of gross floor area	1 per 100m <sup>2</sup> of gross floor area	N/A

**5.2 Bicycle Parking Design and Layout**

1. Bicycle parking space and aisle dimensions shall be in accordance with the standards outlined in **Table 6**.
2. All short-term bicycle parking spaces shall be located not more than 15 m from the primary building entrance and accessible to visitors or the public.
3. Short-term bicycle parking shall be located at the surface level, physically separated from vehicle parking facilities, and not interfere with pedestrian travel.
4. The first twelve (12) short-term bicycle parking spaces and 50% of all remaining short-term bicycle parking spaces shall include overhead shelter with a vertical clearance of a minimum of 2.1 m to protect bicycles from weather.
5. Long-term bicycle parking shall be located in a dedicated, fully enclosed, and weather-protected facility with controlled access.
6. Long-term bicycle parking shall be located at surface level or at the first level of a vehicle parking facility accessed directly by elevator from a primary entrance or by a stairwell that includes a ramp for bicycles.
7. A minimum of 20% of all short-term bicycle parking spaces and 50% of all long-term bicycle parking spaces shall have access to an electrified 110V outlet.

**TABLE 6. BICYCLE PARKING SPACE AND AISLE DIMENSION REQUIREMENTS**  
(MEASUREMENTS IDENTIFIED IN DIAGRAM BELOW)

	Minimum Dimensions		
	Width	Depth	Overhead
Ground Anchored Rack (standard)	0.6 m	1.8 m	2.1 m
Ground Anchored Rack (oversized)	0.9 m	3.0 m	
Wall Mounted Vertical Rack	0.6 m	1.2 m	
Access Aisle	1.5 m		
Access Door	1.0 m		



**5.4 Oversized Bicycle Parking**

1. A minimum of 10% of the required long-term bicycle parking and short-term bicycle parking spaces shall be designed as oversized bicycle parking spaces.
2. Oversized bicycle parking spaces shall be provided as ground anchored racks.
3. Oversized bicycle parking spaces shall have minimum dimensions of 3.0 m long and 0.9 m wide.
4. A minimum of 50% of required oversized bicycle parking spaces shall have access to an electrified 110V outlet.

**5.5 Mobility Scooter Parking Design and Layout**

1. Mobility scooter parking spaces shall be no less that 1.0 m wide and 1.5 m long.
2. Mobility scooter parking spaces shall be located adjacent to the primary building entrance and must not impede pedestrian access to the building or sidewalk.
3. Mobility scooter parking spaces shall be secured and located within 2.0 m of a 110V outlet.

**5.6 Cycling End-of-Trip Facilities**

1. The minimum number of required cycling end-of-trip facilities is established in **Table 7**.
2. Cycling end-of-trip facilities shall be provided in a common area and be located no more than 50 m from the Long-Term Bicycle Parking area.

Required Number of <u>Long-Term Bicycle Parking Spaces</u>	End-of-Trip Facility				
	Water Closet	Wash Basin	Shower	Bicycle Repair Set	Clothing Locker
<b>Residential, Hotel</b>					
Residential, Multi-Family	0	0	0	1	0
Hotel, Motel	0	0	0	1	0
<b>All Other Uses</b>					
5 or less	0	0	0	0	1.25 times the number of required <u>Long-Term Bicycle Parking spaces</u>
6-10	0	1	1	1	
11-20	0	2	2	1	
21-30	0	3	3	1	
31-40	2	4	4	2	
For each additional 30 or part thereof	2 additional	2 additional	2 additional	1 additional	

### SECTION 6 – ENACTMENT

#### 6.1 Effective Date

This Bylaw shall come into force on the date of adoption by the Council of the City of Colwood.

Read for a first time the ##<sup>th</sup> day of XXXXXX, 2021

Read for a first time the ##<sup>th</sup> day of XXXXXX, 2021

Read for a first time the ##<sup>th</sup> day of XXXXXX, 2021

Adopted the ##<sup>th</sup> day of XXXXXX, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

DRAFT



CITY OF COLWOOD

## **Parking Variance Policy**

### **1. Intent**

The City does not support variances in the maximum parking supply requirements contained in the *Off-Street Parking Regulations Bylaw No. ####*.

### **2. Definitions**

- End-of-Trip Cycling Facilities – Facilities provided to improve the comfort and attractiveness of cycling that may include showers, lockers and change areas.
- Frequent Transit Network (FTN) – The Frequent Transit Network refers to corridors with frequent, direct and reliable transit service between areas of highest demand, as identified in the Official Community Plan.

### **3. Referral**

Review and approval of parking variances by development permit are made by City of Colwood staff where the reduction is ten parking spaces or less and represents not more than 10% of the required parking supply.

All other variance requests are referred to Council for approval.

### **4. Technical Study**

A parking variance request should be accompanied by a technical study prepared by a qualified transportation professional. The technical study must demonstrate that the proposed parking supply will not result in negative on-site or surrounding parking conditions and quantify the impact of each condition in supporting the variance.

The technical study is referred to the City's Director of Development Services or designate for review.

## 5. Conditions

A parking variance should be supported by one or more of the following conditions. The impact of each condition in reducing parking demand and supporting the requested parking variance should be identified in a technical study.

### 5a. Housing Diversity

Where market rental or affordable housing is proposed and the associated parking demand is anticipated to be less than the minimum parking supply rate specified in the *Off-Street Parking Regulations Bylaw No. ####* for Residential, Multi-Family uses.

### 5b. Transportation Demand Management

Where transportation demand management (TDM) initiatives are proposed that are anticipated will result in a measurable reduction in parking demand in perpetuity, including one or more of the following initiatives:

- Carshare: Provision of a carshare vehicle, reserved parking space for a carshare vehicle, memberships in a carshare service and/or financial subsidies toward carshare use;
- Transit: Contributions toward transit infrastructure upgrades and/or provision of financial subsidies toward public transit use;
- Bicycle Facilities: Provision of bicycle parking, electric bicycle charging and/or end-of-trip cycling facilities beyond those required in the *Off-Street Parking Regulations Bylaw No. ####*; and
- Other: Other TDM opportunities that are anticipated to result in a measurable reduction in parking demand.

### 5c. Transit Proximity

Where proximity to the Frequent Transit Network (FTN) is anticipated to result in reduced parking demand. Transit proximity may only be used as rationale for a parking variance for Multi-Family Residential, Commercial and Institutional land uses, and may not be applied for sites in the "Urban Centre" area defined in the *Off-Street Parking Regulations Bylaw No. ####*.

**5d. Shared Parking**

Where site land uses exhibit complementary parking demand patterns and a means of ensuring parking will remain unassigned (i.e., unreserved) is identified to the satisfaction of the City's Director of Development Service or designate.

Shared parking between visitors and commercial land uses may not be used as rationale for a parking variance.

**5e. Parking Facility Design**

Where parking facility design exceeds the minimum requires established in the *Off-Street Parking Regulations Bylaw No. ####* and includes features consistent with the objectives of the Official Community Plan (OCP). This may include the provision of structured parking, stormwater management provisions, trees and landscape, urban and pedestrian realm amenities, and other features beyond those required in the *Off-Street Parking Regulations Bylaw No. ####*.

# COLWOOD OFF-STREET PARKING REGULATIONS BYLAW + VARIANCE POLICY

Committee of the Whole  
May 03 2021

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**URBAN**  
SYSTEMS

# Overview

1. Project Overview
2. Technical + Engagement Tasks
3. Key Outcomes
4. Next Steps

# WHY THIS PROJECT?

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- Align parking regulations with Official Community Plan directions
- Address land use, sustainability + affordability objectives
- Require the “right amount” of parking
- Clarify expectations for the City, residents + development community

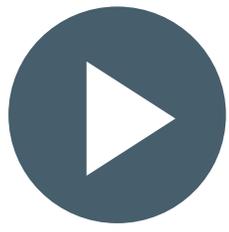


# PROJECT OUTCOMES

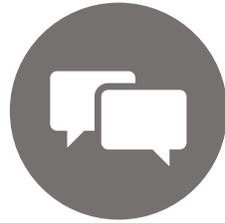
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1. Off-Street Parking Regulations Bylaw
2. Parking Variance Policy
3. Amending Bylaw





Project Start-Up



Stakeholder Engagement



Develop Regulations + Policy



WORKING PAPER NO.1



WORKING PAPER NO.3



WORKING PAPER NO.2

Summer 2020

Summer / Fall 2020

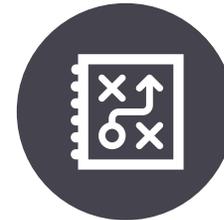
Fall / Winter 2020

Winter 2020

Winter / Spring 2021



Data Gathering + Technical Analysis



Establish Key Directions

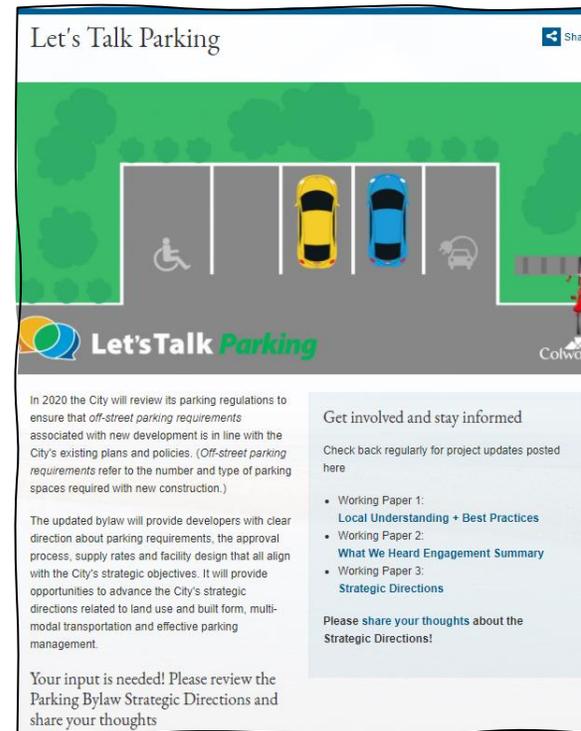
# PROJECT TIMELINE

# ENGAGEMENT OPPORTUNITIES

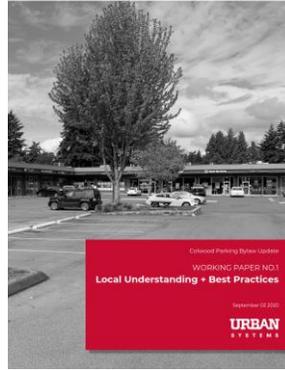
## KEY ACTIVITIES

- Community Survey
- Interviews with stakeholders
- Social Media
- Project Webpage

## PROJECT WEBPAGE

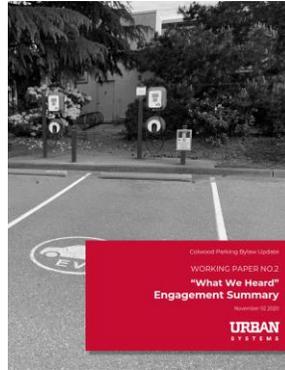


# WORKING PAPER SERIES



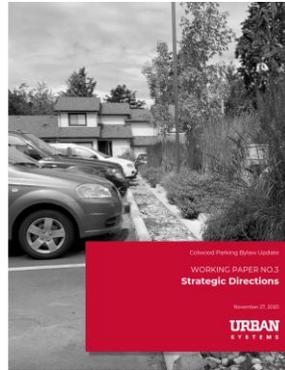
## Working Paper 1

Policy + regulation framework, parking demand data, regulations options, demand management / new mobility



## Working Paper 2

Summary of community engagement activities, participation levels and key feedback



## Working Paper 3

Overview of preliminary recommendations for Regulations Bylaw and Variance Policy

# OVERVIEW OF KEY OUTCOMES



# PARKING REGULATIONS

## PARKING SUPPLY

- Updated parking supply rates and land use classifications
- Parking supply rates expressed by location (Urban, other areas)
- Support where aligned with City policy and discouragement for excessive parking supply



# PARKING REGULATIONS, CONT.

## VEHICLE PARKING DESIGN

- Additional width where adjacent vertical obstruction
- Options for “tandem” parking for townhouse + suites
- Requirements for landscape + street trees
- Requirements for pedestrian facilities in larger lots



# PARKING REGULATIONS, CONT.

## SPECIALTY VEHICLE PARKING

- Electric vehicle (EV) energized space requirements
- New accessible parking supply, design, and sign/marketing requirements



# PARKING REGULATIONS, CONT.

## BICYCLE + MOBILITY SCOOTER PARKING

- Updated bicycle parking supply requirements, including separating short- and long-term bike parking
- including spaces for oversized bicycles (cargo bikes, trikes, etc)
- Cycling end-of-trip facilities
- Requirements for mobility scooter parking



# VARIANCE POLICY

---

- Clarify conditions where variances may be considered
  - Technical study to accompany variance request
- Minor variances referred to staff
  - <10 spaces, <10% of req'd
  - Development permit

Parking variance to be supported by one or more of the following conditions...

1. Housing Diversity
2. Transportation Demand Management (TDM)
3. Transit Proximity
4. Shared Parking
5. Parking Facility Design

# AMENDING BYLAW

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Updates to the \_\_\_\_\_ to  
remove regulations addressed in the  
*Off-Street Parking Regulations Bylaw*



# NEXT STEPS



## DIRECTION FROM COUNCIL

- Address any key feedback
- Seek direction to make available for public review + feedback



## PUBLIC REVIEW PERIOD

- Available on project webpage for public review



## FINAL COUNCIL ENDORSEMENT

- Return to Council for final endorsement

# QUESTIONS + DISCUSSION



**5.3.**

**Off-Street Parking Regulations Bylaw and Parking Variance Policy**

*Dan Casey, Urban Systems, presented the project overview, key outcomes and next steps of the Off-Street Parking Regulations Bylaw and Parking Variance Policy.*

*Committee discussion ensued regarding the following:*

- *Multiple mode charging stations*
- *Ensuring sufficient parking and wider parking stalls*
- *The need for different types of parking including larger vehicles*
- *Potential need for structured parking*

**MOVED BY: COUNCILLOR KOBAYASHI**

THAT Off-Street Parking Regulations Bylaw and Parking Variance Policy be referred to the next Committee of the Whole.

**CARRIED**

**6. NEXT MEETING**

*The next meeting of the Committee of the Whole is scheduled to be held Monday, May 17, 2021.*

**7. ADJOURNMENT**

**MOVED BY: COUNCILLOR LOGAN**

THAT the meeting be adjourned at 9:26 pm.

**CARRIED**

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APPROVED and CONFIRMED

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CERTIFIED CORRECT



Home » Let's Talk Parking Regulations

## Let's Talk Parking Regulations





## About the project

The City of Colwood is reviewing its parking regulations to ensure that *off-street parking requirements* associated with new development is in line with the City's existing plans and policies. (*Off-street parking requirements* refer to the number and type of parking spaces developers must provide with new construction.)

The updated bylaw will provide developers with clear direction about parking requirements, the approval process, supply rates and facility design that all align with the City's strategic objectives. It will provide opportunities to advance the City's strategic directions related to land use and built form, multi-modal transportation and effective parking management.



## Parking project timeline

The parking bylaw update is currently underway and expected to be complete in early 2021.



## Community Input

Thank you to everyone who shared their thoughts in the Parking Survey in late 2020 and early 2021. Your input is documented in this [Engagement Summary](#) and has helped to shape the [Strategic Directions](#) that have formed the [Draft Off-Street Parking Regulations Bylaw](#) and [Draft Parking Variance Policy](#) which were presented to Council in 2021.

### Feedback on Strategic Directions

## Share your feedback on the Strategic Directions for off-street parking

You need to be signed in to take this survey

SIGN IN

REGISTER

*Page last updated: 17 Jan 2022, 05:09 PM*

## Who's Listening

### Long Range Planning & Sustainability

Project Lead

**Phone** 250-478-5999

**Email** [ibourhill@colwood.ca](mailto:ibourhill@colwood.ca)



## Project Phases

- Data Gathering & Technical Analysis
- Community & Stakeholder Engagement



**Establish Key Directions**

**Present Draft Regulations & Policy to Council and Public**

## **Frequently Asked Questions**

1. Where can I find the City's current parking regulations?
2. Why is a parking bylaw important?
3. What are Off-Street Parking Regulations?
4. What do Off-Street Parking Regulations not address?
5. Once complete, what will the bylaw include?
6. How long will this process take?
7. How will COVID-19 affect this process?

## Project Updates

- [Working Paper 1: Local Understanding + Best Practices](#)
- [Working Paper 2: What We Heard Engagement Summary](#)
- [Working Paper 3: Strategic Directions](#)
- [Draft Off-Street Parking Bylaw](#)
- [Draft Parking Variance Policy](#)

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Colwood Parking Bylaw Update

WORKING PAPER NO.1  
**Local Understanding + Best Practices**

September 02 2020



Submitted to

**City of Colwood**

3300 Wishart Road  
Victoria, BC V9C 1R1

**September 02 2020**

Prepared by

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File no. 003181.0010.01

## Summary

The City of Colwood has identified the need to update its off-street parking regulations to better align with established City policies and ensure appropriate parking provisions in future development. This is particularly important given the on-going rate of growth in Colwood and to ensure that each new development reflects the community's vision.

This document (Working Paper no.1) is the first of three working papers being developed as part of the process of reviewing the off-street parking regulations. It provides a general overview of the City's current policy objectives related to transportation and parking, as well as current off-street parking requirements and how they compare to other communities. Consideration is given to best practices in off-street parking regulations related to both vehicle parking, but also bicycle parking, accessible parking, electric vehicle (EV) charging and transportation demand management (TDM). This document provides a baseline understanding to inform conversations with the community and stakeholders, and as new off-street parking regulations are contemplated.

Parking has a profound and broad reaching impact on the Colwood community. Land use and urban form are impacted specifically by the quantity and configuration (i.e., surface or structured) of parking, as an example. Housing affordability is another key consideration, where costs associated with parking are generally passed on in the form of high rent or purchase price. The updated off-street parking regulations are to be developed with an understanding of the impacts that parking has on the community, while seeking to ensure they reflect the City's established policy directions. Emphasis will be on inclusion of sustainable transportation provisions and an approach that helps the City achieve its targeted increase in walking, cycling and public transit use by 2038.

Colwood's vision for the future will help guide off-street parking regulations, specifically with guidance contained in the Official Community Plan (OCP) and Transportation Master Plan (TMP). At a high level, the OCP includes key objectives to pursue improved environmental performance, create public spaces (and specifically streets) for public life, continue to adapt to a changing world, and ensure residents have realistic transportation options. It also clarifies the City's intent to prioritize active transportation and public transit over single-occupant vehicles, which signifies the importance of including alternative transportation provisions in off-street parking regulations.

The TMP identifies a desire to reduce overall parking demand, encourage alternative modes and meet land use and economic goals through parking management, as well as using development regulations to require bicycle parking and cycling trip-end facilities, transportation demand management (TDM) approaches, and to facilitate growth in low-emissions travel options including electric vehicles (EVs). It specifically notes an intent to establish reduced and structured parking in the Colwood Corners, Transit Growth Corridor, Seaside Village, and Neighbourhood Centres areas, establish a “parking maximum” (i.e., a limit on the quantity of parking that may be supplied) and requirements for electric vehicle charging. Many of these items are not comprehensively addressed in the City’s current off-street parking regulations and are areas of focus for the review to ensure regulations reflect policy.

An in-depth study was undertaken to understand the parking demand associated specifically with Multi-Family Residential land uses. The analysis found that the average parking demand rate among for Multi-Family Residential uses is approximately one vehicle per unit, which is at least 35% less than the City’s current minimum parking supply rate. The assessment also found reduced parking need in Colwood Corners and defined Centres (as compared to the rest of the City), an increase in parking demand among larger units, and reduced parking demand among rental and affordable buildings.

Research of best practices and comparison to regulations in representative communities was undertaken to identify key opportunities to improve upon regulations in Colwood. Of importance, the review identified “parking maximums” (also flagged in the City’s OCP) and open option parking as alternatives to the conventional approach of dictating minimum parking supply rates. Under these alternative approaches a greater degree of flexibility is afforded to the development applicant to determine the appropriate parking supply in consideration of parking demand, costs and affordability, and other factors.

The comparison of minimum parking supply rates determined that while rates for key land uses such as Single-Family Residential and Office are well aligned with rates found in other communities, others such as Multi-Family Residential and key Commercial uses (Retail, Grocery Store) exceed rates found in other communities and require careful consideration to ensure they are appropriate rates for Colwood. Both cash in-lieu of parking and shared parking regulations are opportunities to ensure parking supply better reflects actual parking needs and build in support for active transportation infrastructure.

Requirements for EV charging are becoming increasingly common in municipal off-street parking regulations. Guidance provided by the Capital Regional District (CRD) and recent work on the topic undertaken by Saanich is to be used to establish regulations in Colwood. Accessible parking is another area where there is significant opportunity to improve on existing regulations to ensure accessible parking provisions are aligned with best practices and help create an accessible, equitable community.

Off-street parking regulations may also include requirements for bicycle parking and supporting facilities to ensure the needs of cyclists are being met. Colwood's current bicycle parking supply rates are generally inline with those in other communities, but regulations are lacking that adequately accommodate larger bicycles, charging needs associated with electric bicycle (e-bikes) and end-of-trip facilities like showers and changerooms to support commuter cycling.

Broadly described as “new mobility”, a series of new and emerging transportation options are given consideration for they may impact travel behaviour in future. Carshare, ride-hailing, curbside management and autonomous vehicles will all change how Colwood residents travel, although the exact timing and level of change is uncertain.

The overall intent of this document is to understand the City's vision for the future, opportunities to address key directions through off-street parking regulations, and identify best practices and approaches from other communities to manage and regulate parking. This document will be referenced during subsequent phases of this project during conversations with the public, stakeholders and Council, as well as to inform further analysis and the formulation of recommendations and new regulations.

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**Appendix A.** Local Parking Demand Data

**Appendix B.** Comparative Review of Minimum Parking Supply Rates for Core Land Uses

**Appendix C.** Comparative Review of Electric Bicycle + Electric Vehicle Regulations

**Appendix D.** Comparative Review of Bicycle Parking Regulations

## 1.0 Overview

The City of Colwood (“the City”) is undertaking a comprehensive review of off-street parking regulations as an opportunity to pursue strategic directions around land use and built form, multi-modal transportation and parking management. Modernized, up-to-date regulations will better reflect City policies and result in a more defensible development approvals process by City staff and Council, greater certainty among the development community, and parking supply rates and facility design requirements that better align with the City’s strategic objectives, and proactively respond to the anticipated changing trends in electric vehicle (EV) and electric bicycle (e-bike) uses. The end result will be greater assurance that future development includes desired parking and alternative transportation provisions.

The following will be the key project outcomes:

1. A new Off-Street Parking Regulations bylaw that regulates the supply, design and location of vehicular parking, bicycle parking and related transportation provisions associated with new development.
2. A Parking Variance Policy that clarifies the conditions that may support a variance from the new off-street parking regulations, including items such as location, access to transportation options and transportation demand management (TDM).

Research, analysis and community engagement activities are being undertaken to better understand parking needs in Colwood and support updated regulations. These activities will be documented in a series of “working papers” over the course of the project, as follows:

- **Local Understanding + Best Practices**, Working Paper no.1  
Working Paper no.1 (this document) provides a general overview of the City’s current policy objectives related to transportation and parking, as well as current off-street parking requirements and how they compare to other communities. Consideration is given to best practices related to bicycle parking, accessible parking, electric vehicle (EV) charging and transportation demand management (TDM).
- **“What We Heard” Engagement Summary**, Working Paper no.2  
Working Paper no.2 is a summary of the public and stakeholder engagement activities undertaken to understand parking needs in Colwood and to test new policy and regulation options.
- **Strategic Directions**, Working Paper no.3  
Working Paper no.3 is a summary of the key directions and recommendations that will guide the development of the Off-Street Parking Regulations and Parking Variance Policy based on the community engagement and technical analysis summarized in the initial working papers.

## 2.0 Background (“Parking 101”)

Parking has a broad and profound impact on communities in terms of form of development, rate of growth, how people travel and the health of people and the environment.

Understanding the relationship between parking and the various aspects that make up the Colwood community, as well as recognizing the impact of various parking regulation options, is critical in considering a new Off-Street Parking Bylaw for the City. The following section provides a background understanding of the impact of parking in addressing key objectives of the City of Colwood.

### Parking Costs + Affordability

The costs to construct parking are significant. The type of parking facility and its overall design have a substantial influence on the total cost of a development project and its overall feasibility. **Table 1** (below) highlights the wide variation in parking construction costs between surface parking, free-standing (i.e. above-grade) parking garages and underground parking. Costs may be higher in areas with challenging conditions, such as a high water tables, granite bedrock, and limited space or challenging lot sizes.

**TABLE 1.** CONSTRUCTION COSTS PER PARKING SPACE - VANCOUVER 2018<sup>1</sup>

Parking Facility Type	Construction Cost per Space	
	Low-end	High end
Surface Parking	\$5,000	\$25,000
Free-Standing (Above-Grade) Parking Garages	\$90,000	\$125,000
Underground	\$100,000	\$145,000

Though not an exact comparison to Colwood, even if the cost of construction of underground parking in Colwood was closer to \$50,000 per space, a 65-unit multi-family building with a parking supply rate of 1.5 spaces per unit would require close to \$4.9 million to construct a 98-space structured facility.

Parking construction costs are generally passed on to in the form of a higher purchase or rent / lease costs, which directly impacts housing affordability and the viability of new businesses in Colwood. Required parking supply rates must be carefully considered for their impact on affordability, as does the type / form of parking - whether surface or structured - for its impact on affordability and other factors such as urban form (see below).

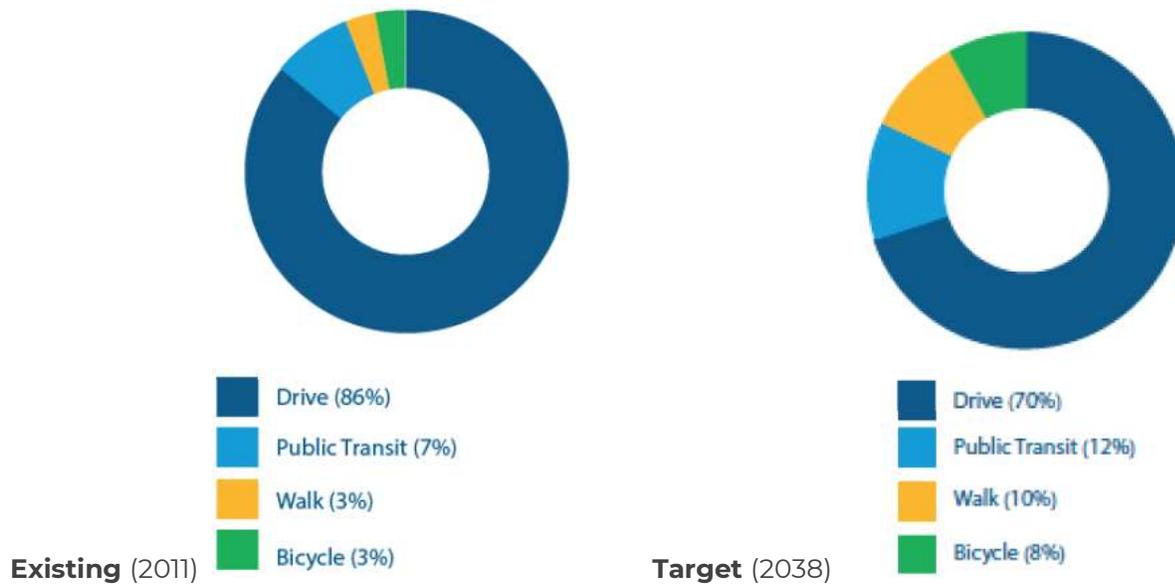
<sup>1</sup> Altus Group - 2018 Canada Cost Construction Guide  
<https://creston.ca/DocumentCenter/View/1957/Altus-2018-Construction-Cost-Guide-web-1>

### Sustainable Transportation

The transportation choices made by Colwood residents are a reflection of the transportation options made available to them. Where considerable investments are made in building road infrastructure and providing ample free parking, residents are inclined to make single-occupant vehicle trips. This has a whole host of negative impacts, including on the environment, air quality, personal health, and quality of life and well-being.

Parking provision, and therefore parking regulations, are an opportunity to influence the transportation choices made by Colwood residents to better align with the City’s stated objectives to reduce greenhouse gas (GHG) emissions and support healthy lifestyles. Mode shift targets stated in the Official Community Plan (OCP) suggest a reduction in driving trips by 16% from an 86% mode share in 2011 to a 70% mode share by 2038 as shown in **Figure 1**, as well as corresponding increases in public transit (12%), walking (10%) and cycling (8%). Achieving these targets will require careful consideration of appropriate parking provisions to achieve the “right” amount of parking, as well as leveraging opportunities through development regulations to support a shift in emphasis toward public transit and active transportation, referred to as transportation demand management (TDM).

**FIGURE 1.** CITY OF COLWOOD MODE SHARE TARGETS 2038<sup>2</sup>



<sup>2</sup> Figures from City of Colwood Official Community Plan (OCP), Section 8.1, accessed online at: <https://www.colwood.ca/city-hall/plans-reports/official-community-plan>

## Parking + Urban Forum

The quantity and type of parking provided has a significant impact on communities and urban form. Parking consumes an enormous amount of land when provided in large quantities in surface lots that could otherwise be contributing to density in appropriate locations, improve public spaces, and preserving natural spaces. As shown in **Figure 2**, parking in some areas of Colwood, such as the Island Highway corridor, is the most prevalent use of land. This vast paved surface is not only a missed opportunity to encourage a more productive use of this space, it is also a detriment to the environment. Paved surface parking areas that are common throughout Colwood do not just negatively impact the environment by encouraging single-occupancy vehicle travel, they contributed to increase surface run-off impacting stormwater infrastructure, reduce valuable tree canopy cover adding to the urban heat island effect and limiting opportunities for carbon capture. Additionally, the presence of high minimum parking standards make development less viable by requiring extensive amounts of space to be dedicated to parking.

**FIGURE 2.** ISLAND HIGHWAY CORRIDOR



**Parking Facility Design**

Beyond reducing the amount of surface parking, the City’s also has the opportunity to improve the design of surface parking areas where they are required. Parking lots themselves can be designed and constructed to be made more environmentally friendly through improved stormwater management, use of environmentally friendly materials (permeable pavement), increasing vegetation cover and even finding opportunities to generate solar energy or urban agriculture. **Figure 3** (below) showcases an alternative parking lot design that replaces asphalt with naturalized terrains, opportunities to generate solar energy and designated areas for urban agriculture. Though the extra cost of taking parking lot design to the next level may be prohibitive for development, it reflects the possibility of being able to reduce minimum parking standards in exchange for better parking lot design.

A shift in mentality is required for the City to begin perceiving parking areas not just as spaces for cars, but as part of the public realm and an opportunity to utilize the City’s land base in more constructive and creative ways. Opportunities for enhanced parking facility design are to be pursued through updated Off-Street Parking Regulations.

**FIGURE 3.** SUSTAINABLE PARKING LOT DESIGN



## **3.0 Policy + Regulatory Framework**

The updated Off-Street Parking Regulations are to better align with the City's established policy directions and its vision for the future. The following section provides an overview of the legislation and policies that will guide the updated regulations, including key directions contained in City planning document such as the OCP and Transportation Master Plan (TMP).

### **3.1 Provincial Enabling Legislation**

The Local Government Act (LGA), Section 906 enables the City of Colwood to create a Parking Bylaw to efficiently regulate off-street parking and loading, and better meet the needs of the community. Specifically, the LGA defines what the City can and cannot do with respect to amending its parking regulations. The section contains specific provisions for off-street parking for motor vehicles and bicycles whereby a local government may, by bylaw, "require owners or occupiers of any land, or of any building or other structure, to provide off-street parking and loading spaces, including spaces for use by disabled persons, for the building or other structure". Under Section 906, local governments are also permitted to establish design standards for parking facilities respecting size, surfacing, landscape and lighting.

Under the LGA, a local government can allow the off-street parking and loading spaces to be provided on another site or can accept cash in-lieu of off-street parking. Any cash in-lieu monies received must be paid into a reserve fund to pay for public parking facilities or transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

### **3.2 Policy Directions**

The City of Colwood Official Community Plan (OCP) provides objectives and policies to guide decisions on planning and land use management in Colwood's short- and medium-term future. The OCP was most recently updated in 2018, outlining seven goals that provide the basis for the Plan's objectives and policies. The OCP goals most relevant to the Off-Street Parking Regulations bylaw and this review are as follows:

- Residents have realistic transportation options
- Public spaces – including streets – are for public life
- Colwood is carbon neutral, energy positive, and water smart
- Colwood is prepared to adapt to a changing world

These goals provide context and general direction for this review since parking regulations are highly integrated with land use, urban design and mobility, and how these concepts contribute to Colwood’s vision of a livable and sustainable community. As Colwood continues to grow, including development into compact communities like the Town Centre / Colwood Corners and Royal Bay, efficient and effective parking supply, design and management can affect each of these goals by providing regulatory means to influence auto-dependency and encourage less auto-centric development. Ultimately, parking regulation is an opportunity for Colwood to encourage sustainable transportation options, create vibrant communities, streets and public spaces, reduce the environmental impacts of transportation, and prepare for future changes in transportation and mobility.

Land use and growth policy in the OCP generally supports more compact and efficient development in Colwood that provides a greater diversity of housing and transportation options, while also enabling the City to meet environmental targets. It is recognized that a greater land-use mix and densities that support local amenities and complete communities are needed for the variety of household ages, incomes, and needs that reflect changing preferences in These objectives broadly align with those of the *Regional Growth Strategy* for the Capital Regional District.

- *Objective 6.2.1, 6.2.3, 6.2.4, 9.2.2, 10.3.1, 10.3.2*
- *Policy 6.2.1.1, 6.2.1.2, 6.2.3.1, 6.2.3.2, 8.2.1.3, 9.2.1.2, 10.3.2.1, 10.3.2.2*

From a transportation perspective, the OCP establishes mode share targets for the City of Colwood as a measure around which to focus and prioritize investments in transportation, land use, and urban design. Parking management is a key tool to support this goal, ensuring that the costs of parking are accurately reflected, and contributing policies that support alternate transportation. The existing and 2038 mode share targets contained in the OCP are shown above in **Figure 1**.

The OCP also defines a transportation mode hierarchy by which to inform decision-making on transportation investment, land use, and urban design. The hierarchy prioritizes, in order of importance:

1. Walking and Rolling
2. Transit
3. Cycling
4. Goods Movement
5. Autonomous Vehicles and High Occupancy Vehicles
6. Single Occupancy Vehicles

Policy recognizes that by increasing the convenience, comfort, and safety of transit and active modes makes these modes more viable options for moving throughout Colwood and connecting to neighbouring communities. Mobility policy in the OCP recognizes the importance of the relationship of transportation choices and land use, and therefore encourages future land use to support mode share targets above.

- Objective 8.2.1, 8.2.2, 8.2.3
- Policy 8.2.1.1, 8.2.1.2, 8.2.1.3

Parking regulation is affected by most policy areas identified in the OCP, beyond land use and transportation, objectives related to housing, economic development, and climate change also provide direction for parking requirements in Colwood. **Table 2** summarizes these relevant policies and objectives.

**TABLE 2. SUMMARY OF RELEVANT OCP POLICIES**

Topic Area	Intent	Policy / Plan Reference
Growth Management	The City intends to manage housing, economic development, and population growth to align with broader land use, transportation, economic, and environmental goals in the OCP. Growth will maintain Colwood’s existing identity and character while increasing density, access to transit and local amenities, and the efficient use of existing infrastructure	<ul style="list-style-type: none"> <li>• Objective 6.2.1, pg 28</li> <li>• Objective 6.2.2, pg 28</li> <li>• Objective 6.2.3, pg 29</li> <li>• Objective 6.2.4, pg 29</li> <li>• Policy 6.2.1.1, pg 28</li> <li>• Policy 6.2.1.2, pg 28</li> <li>• Policy 6.2.2.1, pg 28</li> <li>• Policy 6.2.1.2, pg 28</li> <li>• Policy 6.2.3.1, pg 29</li> <li>• Policy 6.2.3.2, pg 29</li> <li>• Policy 6.2.4.1, pg 29</li> <li>• Policy 6.2.4.2, pg 29</li> </ul>
Land Use	The City will support patterns of development compatible with increasing mix of uses and densities that support vibrant centres, sustainable and complete communities through a number of Land Use Designations.	<ul style="list-style-type: none"> <li>• Policy 7.2.5 pg 37</li> <li>• Policy 7.2.8 pg 41</li> <li>• Policy 7.2.12 pg 45</li> </ul>
Streets & Mobility	The City will support a greater range of mobility options, particularly active modes and transit. The City intends to effectively manage development around transportation network, encouraging environmentally-friendly solutions for vehicle use, and to anticipate and adapt to trends in vehicular use by employing a broad array of strategies including transportation demand management and establishing appropriate	<ul style="list-style-type: none"> <li>• Objective 8.2.1, pg 63</li> <li>• Objective 8.2.2, pg 64</li> <li>• Objective 8.2.3, pg 67</li> <li>• Objective 8.2.5, pg 72</li> <li>• Objective 8.2.6, pg 72</li> <li>• Policy 8.2.1.1, pg 63</li> <li>• Policy 8.2.1.2, pg 63</li> <li>• Policy 8.2.1.3, pg 63</li> <li>• Policy 8.2.2.8, pg 66</li> <li>• Policy 8.2.2.9, pg 66</li> </ul>

	parking standards and maximums for new development.	<ul style="list-style-type: none"> <li>• Policy 8.2.3.5, pg 68</li> <li>• Policy 8.2.3.6, pg 70</li> <li>• Policy 8.2.4.1, pg 70</li> <li>• Policy 8.2.4.5, pg 72</li> <li>• Policy 8.2.5.1, pg 72</li> <li>• Policy 8.2.6.2, pg 72</li> <li>• Policy 8.2.6.3, pg 74</li> <li>• Policy 8.2.6.6, pg 75</li> <li>• Policy 8.2.6.7, pg 75</li> </ul>
Housing	The City will encourage a diversity of housing choices across the community for existing and future residents with different needs. Options will be explored to support rental and non-market housing across that spectrum that maintains Colwood's affordability	<ul style="list-style-type: none"> <li>• Objective 9.2.1, pg 77</li> <li>• Objective 9.2.2, pg 79</li> <li>• Policy 9.2.1.2, pg 78</li> <li>• Policy 9.2.1.3, pg 78</li> <li>• Policy 9.2.2.1, pg 79</li> <li>• Policy 9.2.2.2, pg 79</li> </ul>
Economy	The City will strive to create efficiencies between local growth and the City's values, attracting development that including working with the local investment and development communities to understand ongoing issues and challenges.	<ul style="list-style-type: none"> <li>• Objective 15.2.1, pg 107</li> <li>• Objective 15.2.2, pg 107</li> <li>• Policy 15.2.2.4, pg 108</li> <li>• Policy 15.2.2.6, pg 108</li> </ul>
Climate Change	The City will adapt and mitigate climate change issues in Colwood by encouraging environmentally-sensitive development, efficient transportation systems, enhanced natural assets, and waste management that enables significant greenhouse gas emissions reductions.	<ul style="list-style-type: none"> <li>• Objective 10.3.1, pg 82</li> <li>• Objective 10.3.2, pg 83</li> <li>• Policy 10.3.1.1, pg 82</li> <li>• Policy 10.3.2.1, pg 83</li> <li>• Policy 10.3.2.2, pg 83</li> </ul>

### 3.3 Plan Guidance

The City's key planning documents were reviewed to identify specific guidance that may influence the Off-Street Parking Regulations. The focus is on the Official Community Plan (OCP) and Transportation Master Plan (TMP), as described below.

#### 3.3.1 Official Community Plan

The Official Community provides direction specific to parking and loading regulation that will guide the development of the Parking Bylaw. These policy and objectives apply both to Land Use and Transportation, along with urban design objectives in various section of the OCP. These policies and objectives are summarized in **Table 3**.

##### **Land Use**

Parking direction within the Land Use policies are contained within the OCP's various Land Use Designations. These policies are focused on the location and integration of parking areas into development in these designations to meet the desired urban design characteristics of these places. Off-street parking policies included in the OCP Land-Use Designations are primarily focused on urban design and the siting of parking facilities. Direction is given that in most centres, including Colwood Corners, Seaside Village, and Neighbourhood Centres, that parking should be located underground or to the rear of the development.

##### **Streets & Mobility**

Transportation objectives and policy more broadly address current needs in the parking supply for both vehicles and bicycles, along with direction on the movement of goods. Policy also anticipates changes in parking requirements as a result of emerging trends in autonomous and electric vehicles. Several transportation-related policies have direct implications on off-street parking regulation for vehicles and bicycles along with goods movement. Regulatory actions identified in these policies that form the basis of this review, actions included among these policies are as follows:

- Review parking standards for new development
- Employing parking maximums
- Review parking standards for electric vehicles
- Contemplate standard for e-bikes
- Contemplate requirements to bicycle facilities (e.g., bike kitchens, end-of-trip facilities like showers and changerooms)
- Reviewing and adapting parking requirements to account for autonomous vehicles
- Consider ride-hailing queue lanes and similar changing mobility trends
- Contemplate charging and parking/storage standards for mobility scooters associated with seniors oriented developments

These policies and objectives provide the broad intent for parking regulation in Colwood, providing direction on strategies to decrease parking demand among single-occupancy vehicles, facilitate high-quality bicycle parking, efficient loading, and adapt to the impacts of new mobility.

### Additional Parking Direction

Other OCP sections contain direction on parking, including various Development Permit Areas and the Royal Bay Area Plan. These policies generally apply to siting parking facilities, landscaping and screening in parking areas, off-street parking access.

**TABLE 3.** SUMMARY OF PARKING-RELATED OCP OBJECTIVES + POLICIES

Topic Area	Language	Policy / Objective
Land Use	7.2.5 Other Directions	Support the land use objectives for Colwood Corners by: f. Situating parking underground or behind buildings
	7.2.8 Other Directions	Support the land use objectives for Seaside Village by: f. Situating parking underground or behind buildings
	7.2.12 Other Directions	Support the land use objectives for Neighbourhood Centres by: f. Situating parking behind buildings and, if possible, underground
Streets & Mobility	8.2.2.8 Pedestrian-Scaled Built Form	Require human-scale development by: d. Requiring that ground floor commercial and other active uses in mixed-use areas directly front onto pedestrian priority areas, including sidewalks and plazas, and have minimal building setbacks; e. Requiring that all surface parking be situated behind buildings, such that parking does not separate pedestrians from building frontages, particularly in mixed-use areas; and f. Encouraging underground parking.
	8.2.3.5 Short Term Bicycle Parking	Provide safe and secure short term bicycle parking (i.e. less than two hours) in commercial, community, and recreation areas.
	8.2.3.6 Long Term Bicycle Parking	Provide safe and secure long term bicycle parking (i.e. more than two hours) in multi-unit residential, workplace, and transit areas, including sheltered/enclosed racks and lockers.

Objective: 8.2.5	To enable the efficient delivery of goods to local businesses and institutions in Colwood
8.2.5.1 Local Access	Identify strategies for goods movement and delivery in all new commercial development
Objective: 8.2.6	To enable the safe movement of vehicles, effectively manage parking, encourage greener solutions for personal vehicle use, and anticipate changing trends in vehicular use.
8.2.6.2 Transportation Demand Management (TDM)	Improve the relative attractiveness of transit and active modes over single occupancy vehicle use by: a. Working with developers to identify appropriate TDM measures for their development, potentially in exchange for reduced parking requirements; and b. Working with schools to encourage students and parents to walk or cycle to school.
8.2.6.3 Parking Supply	Enable on-street parking wherever appropriate, and review parking standards for new developments to ensure oversupply does not occur, and employ parking maximums to reduce surface parking lots and supply over time as part of facilitating mode shift.
8.2.6.6 Low or Zero Emission Vehicles	a. Building on past success, finding opportunities to install additional public charging stations at locations that are visible and easily accessible with a mix of land uses that do not currently have a charging station, such as mixed-use buildings, public parks, and community centres; and b. Reviewing parking standards to identify how electric vehicle charging stations can be included in new residential and commercial developments, as part of the Zoning Bylaw update.
8.2.6.7 Autonomous Vehicles	As driverless vehicles become a reality, prepare Colwood for the possibly transformative impact that these vehicles could have on the transportation system by updating the Transportation Master Plan with the following directions: d. Considering how existing off-street parking may be re-purposed once no longer needed, and reviewing off-street parking requirements so that they can adapt to changing demand

### 3.3.2 Transportation Master Plan

The 2016 Transportation Master Plan (TMP) provides a number of strategic directions and actions for achieving the City of Colwood's transportation goals, while also contributing to Colwood's vision for livable and sustainable community. The plan establishes goals and targets that align the TMP with principles of sustainable development, support a vibrant local economy, and contribute to social and physical health.

Six overarching themes guide the actions contained in the TMP, including: a network of vibrant centres, comfortable cycling facilities, and complete streets. Under these themes, off-street parking is a critical component to several strategic directions and actions. These specific initiatives are summarized as the following:

- Use parking management to reduce overall parking demand, encourage alternative modes, support local economic activity, and meet land use goals.
- Implement zoning that supports a mix of uses and densities compatible with strong transit service and local amenities.
- Continue to incorporate bicycle parking into new development and enhance bicycle parking in regional centres, along with amending the Zoning Bylaw to require end-of-trip facilities
- Employ a variety of transportation demand strategies to reduce single-occupancy vehicle usage, including reducing parking requirements, incentivizing active transportation modes, and promoting carsharing.
- Facilitate growth in low-emission and electric vehicles by integrating charging infrastructure into parking requirements.

**Table 4** summarizes the relevant strategic directions, actions, and initiatives that provide direction for the development of off-street parking regulations.

**TABLE 4.** SUMMARY OF PARKING-RELATED TMP ACTIONS

A Network of Vibrant Centres	
Strategic Direction	
Integrate land use and transportation planning in the development of compact, mixed-use vibrant centres to support walking, cycling, transit service, and economic development.	
Action	Initiative
Support Complete Streets Between Vibrant Centres	<p><b>Enhance Cycling and Pedestrian Connections.</b> Provide safe routes between Vibrant Centres for cyclists and pedestrians with separated bicycle lanes on arterial and collector roads. Provide end-of-trip facilities such as bicycle racks or long term bicycle parking at Regional Centres to support regional multi-modal trips.</p>
	<p><b>Reduce Vehicle Traffic.</b> Utilize transportation demand management strategies to discourage automobile usage. This can include reducing available parking, limiting vehicle access to services, limiting parking to short term or pay parking, reducing parking requirements, and/or providing various incentives to pedestrians, cyclists, transit users and carpool users.</p>
	<p><b>Supportive Land Use Zoning.</b> Support flexible land use zoning typologies to encourage a variety of civic, institutional, and commercial interests, in addition to a diversity of residential densities, within the context of Regional, Urban and Local Centres. This will support transit-oriented development and supply local community needs.</p>
Invest in the Public Realm	<p><b>Urban Design for the People.</b> To support human scale development the following sample urban design recommendations apply:</p> <ul style="list-style-type: none"> <li>○ Encourage ground floor commercial uses fronting onto pedestrian priority zones (i.e. plazas, greenways, traffic calmed local roads),</li> <li>○ minimize vehicle parking fronting commercial uses from arterial or collector roads,</li> <li>○ encourage underground parking and reduced parking ratio requirements, and</li> <li>○ limit vehicle access to encourage walking from store to store.</li> </ul>

**Comfortable Cycling Facilities**

Strategic Direction

Make cycling a safe, comfortable, convenient and fun experience for residents and visitors of all ages and abilities.

Action	Initiatives
<p>Make Cycling More Convenient</p>	<p><b>Bicycle Parking.</b> Beyond continuing to require bicycle parking as part of the development process, the City should enhance bicycle parking in key areas. The City can work with businesses to provide regularly spaced and sheltered bicycle parking in the public right-of-way in all Vibrant Centres, other commercial areas, and other major destinations in the City. The City should also develop a bicycle corral program to provide on-street bicycle parking as an alternative to bicycle racks on sidewalks.</p>
	<p>end-of-trip facilities such as showers and clothing lockers for major employers.</p>
	<p><b>Bicycle-Transit Integration.</b> The City should work with BC Transit to ensure that attractive and secure short-term and long-term bicycle parking is provided at all existing and planned transit exchanges. At these exchanges, short and long-term bicycle parking would allow cyclists to “park and ride” on transit</p>

**Complete Streets**

Strategic Direction

Improve the transportation network to enable safe, convenient and comfortable travel for users of all ages abilities, and modes of mobility while managing capacity demands and future growth.

Action	Initiatives
<p>Managing the Impacts of Vehicle Transportation</p>	<p><b>Support Transportation Demand Management</b> strategies to shift travel patterns and reduce the number of trips, change to a more sustainable mode of travel, and to change vehicle types to reduce the amount of emissions and energy use per kilometer of travel. TDM programs focus on educating and incentivizing the public to make different transportation choices. Strategies include complimentary transit passes, car share memberships, electric vehicle plug-ins, and active transportation resources.</p>
	<p><b>Promote Carsharing Programs.</b> The City should support carsharing programs in the municipality where sufficient density exists or is planned to provide a cost-effective transportation option for residents.</p>
	<p><b>Develop a Parking Strategy.</b> Strategic on- and off-street parking policies can be applied to encourage the use of alternative transportation modes, densification, economic activity and, over time, reduce overall parking demand.</p>
	<p><b>Low or Zero Emissions Vehicles.</b> Promoting the use of low or zero emissions vehicles can help reduce the community-wide GHG emissions throughout the City. The City can encourage these vehicles by updating its parking requirements to provide electric vehicle charging stations throughout the City. This will build on the car charging stations the City has already installed at City Hall Colwood Transit Exchange Park and Ride, Juan de Fuca Library, Royal Bay Bakery, and Royal Roads University.</p>

## 3.4 Current Parking Requirements

The following sections highlights some of the key components of the City’s current off-street parking requirements that are the focus of analysis contained in this working paper<sup>3</sup>.

### 3.4.1 Minimum Parking Supply Rates

Off-street parking requirements in the City of Colwood are contained within Section 2.2 of the Colwood Land Use Bylaw no.151. Vehicular parking requirements defined in Section 2.2.01 are specific to land use and are calculated based on floor area, number of dwelling units or anticipated user groups, including employees, customers etc. Current off-street vehicular parking rates are identified in **Table 5**.

In comparison to the content of the OCP and TMP reviewed in previous section, several important gaps are evident between current requirements and parking policy:

- No application of parking maximums in any land uses.
- Currently, there is no parking requirement reductions for sites in urban centres, with access to the frequent transit network, or other factors that might support City policy objectives.
- There are no nuanced standards for mixed-use building (and therefore no recognition of the potential for complementary land uses to share a site parking supply).
- There is currently no language around reduced parking requirements for affordable housing or environmentally-friendly development.
- Currently there are no parking requirement reductions for sites on intended transit corridors where the City anticipates densities that support greater transit ridership.
- There are no options for reduced parking requirements as a result of implementing transportation demand management (TDM) strategies.
- Lack of requirement for end-of-trip facilities for active transportation users.
- Provision of electric vehicle charging infrastructure is not required, nor are provisions for electric bicycles.

These gaps will be essential to address as this Parking Bylaw is developed, as they will ensure that the vision for parking in Colwood is represented in off-street parking regulations.

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<sup>3</sup> The full parking regulations are contained in the City’s Land Use Bylaw, available online at: <https://www.colwood.ca/city-hall/bylaws/151/land-use-bylaw-consolidation>

**TABLE 5. CURRENT OFF-STREET PARKING REQUIREMENTS**

Use of Lot	Required Number of Spaces for Employees, Customers and Visitors
Animal Hospital	1 per 2 employees plus 3 per veterinarian
Auction (Indoor)	1 per 10 m <sup>2</sup> of auction floor
Auto sales and repair	1 per 70m <sup>2</sup> plus 1, 1 per service bay plus 2 per employees
Bank	1 per 20m <sup>2</sup> of gross floor area
Boat sales and repairs	1 per 3 employee plus 1 per 100m <sup>2</sup>
Bowling alley or billiard hall	3 per alley or table
Building material supply	1 per 2 employees plus 1 per 200m <sup>2</sup> of covered sales and storage
Bus depot	1 per 20m <sup>2</sup> waiting room plus 1 per 2 employees counted as total of 2 shifts
Campsite	1 per space plus 3
Church	1 per 4 seats
College	1 per employee plus 1 per 5 students
Community centre	1 per 20 m <sup>2</sup> of gross floor area
Congregate housing - where a property is developed at more than 70 units per hectare	0.5 per dwelling unit, plus 1 per support staff (maximum number of staff any shift), plus .25 per dwelling unit for visitors
Congregate housing - where a property is developed at less than 70 units per hectare	0.5 per dwelling unit, plus 1 per support staff (maximum number of staff any shift)
Contractor's yard	1 per 2 employees
	1 per 2 employees counted as total of 2 shifts
Cultural facility	1 per 40 m <sup>2</sup> of gross floor area
Funeral parlour	1 per 4 seats in chapel
Gasoline service station	1 per 2 employees on duty plus 2 per service bay
Golf course - 9 holes	75 spaces
Golf course - 18 holes	150 spaces
Golf driving range	1 per tee plus 1 per 2 employees

Grocery, neighbourhood	1 per 15 m <sup>2</sup> of gross floor area of retail portion of building or 4, whichever is greater
Health salon	1 per 15 m <sup>2</sup> of gross floor area
Hospital	1 per 3 beds
Hotel	1 per 2 rooms plus 1 per 3 seats in bar, restaurant and other food and drink dispensing facilities
Ice cream stand	7 per sales clerk
Laboratory	1 per employee
Laundromat	1 per washing machine
Laundry and dry cleaning establishments	1 per 2 employees counted as total of 2 shifts
Machinery sales	1 per 2 employees plus 1 per 100 m <sup>2</sup> of sales floor
Manufacturing and industrial uses	1 per 2 employees counted as total of 2 shifts
Motel - number of units less than the number of seats in the restaurant	1.1 per unit plus 1 per 3 seats in restaurant etc.
Motel - number of units more than the number of seats in the restaurant	0.9 per unit plus 1 per 3 seats in restaurant etc.
Nurseries and greenhouses	1 per 15 m <sup>2</sup> of gross floor area retail sales building
Offices, medical	5 per doctor or dentist
Offices, multi-tenant	1 per 30 m <sup>2</sup> of gross floor area
Offices, single-tenant	1 per 35 m <sup>2</sup> of gross floor area
Petroleum farm tank	1 per employee, excluding office staff, plus 5
Police station	1 per 2 employees counted as total of 2 shifts
Residential, one-family dwelling	2 per dwelling unit, provided that a front yard driveway and two-family dwelling which provides access to a parking space that is not within the front yard may be considered as the provision of a second parking space that is in tandem
Residential, multi-family (attached housing, apartments)	1.5 per dwelling unit plus 1 for each 100 m <sup>2</sup> of building floor area exceeding 60 m <sup>2</sup> times the number of dwelling units
Restaurant, coffee shop	1 per 3 seats
Restaurant, drive-in only	15

Retail store, supermarkets, liquor and other retail personal uses, except neighbourhood grocery	0.75 per 10 m <sup>2</sup> of gross floor area
School, elementary, day care, and community care for pre-school children	1 per employee plus 2
School, secondary	1 per employee plus 1 per 10 students
Shopping Centre, Community	5.5 per 100 m <sup>2</sup> of gross leasable area
Shopping Centre, Major	1 per 100 m <sup>2</sup> of gross leasable area up to 46,500 m <sup>2</sup> gross leasable area; then for the area over 46,500 m <sup>2</sup> at the rate of 4.3 per 100 m <sup>2</sup>
Shopping Centre, Neighbourhood	6.5 per 100 m <sup>2</sup> of gross leasable area
Stadium	1 per 3 seats
Taxi Stand	1 per taxi plus 1 per office employee
Television, radio studios	1 per 2 employees counted as total of 2 shifts
Theatre, drive-in	1 per 2 employees
Theatre, not drive-in	1 per 4 seats
Tire repair	1 per 2 employees plus 1 per bay
Tourist attraction	1 per 4 persons capacity
Vegetables and other produce stand	4 per sales clerk
Warehouse	1 per 2 employees counted as total of 2 shifts

### 3.4.2 Bicycle Parking Requirements

Required bicycle parking rates are prescribed in *Section 2.2.09* of the Land-Use Bylaw. Similar to vehicle parking, requirements for the provision of bicycle parking is dependent on land use and is calculated depending on floor area, dwelling units, and anticipated users. Additionally, bicycle parking regulation identifies a ratio of two classes of bicycle parking, Class 1 and 2, that must be provided to meet the different needs of short- and long-term users. In *Section 2.2.12*, the Land-Use Bylaw generally defines these bicycle parking classes as the following:

- **Class 1 – Long-Term Parking**

Long-term parking provides the most complete protection from the weather and theft, and is identified as spaces available for those who expect to leave their bicycles for more than four hours.

- **Class 2 – Short-Term Parking**

Short-term bicycle parking spaces are meant to accommodate visitors, messengers, and other people expected to depart within four hours. These facilities are intended to provide some weather protection, but not for use overnight. They provide protection from theft of the frame and wheels, but not components or accessories (e.g. seat, air pump, water bottles). Often, the facility may be a simple bike rack or a post to which a bicycle may be secured.

Current bicycle parking rates are as included in **Table 6**.

Required bicycle parking facilities are set out in *Section 2.2.10* and *2.2.11*. This section clarifies the design requirements for bicycle parking spaces. This section could be expanded to include requirements for end-of-trip facilities and bicycle amenities, as is described in **Section 6** of this document.

Voluntary bicycle parking design guidelines are set out in *Section 2.2.12*. Optional guidelines such as these are not appropriate in a Land Use Bylaw. These guidelines are to be reviewed to determine which may be brought forward as regulations or modernized and included in the City's Official Community Plan.

**TABLE 6. CURRENT BICYCLE PARKING REQUIREMENTS**

Use	Bicycle Spaces Required	Type of Bicycle Parking
<b>Residential</b>		
Single Family/Two Family	N/A	N/A
Apartment/Townhouse	1 per unit plus 6 space rack at each entrance of an apartment	Class 1 - 100% Class 2 - 6 space rack
Senior Citizen: Buildings containing three or more dwelling units for senior citizen housing and approved by the B C Housing and Management Commission under the non-profit housing program/congregate housing	1 per 15 dwelling units	Class 1 - 70% Class 2 - 30%
<b>Commercial</b>		
Hotel/Motel/Temporary Lodging (includes Bed and Breakfast)	Minimum of 2 spaces 1 per 15 rooms hotel/motels > 75 rooms, an additional a 6-space visitor rack shall be provided	Class 1 - 60% Class 2 - 40%
Office (all), Retail Sales of Goods & Services, Restaurants, Research Establishments, Laboratories	1 per 250 m <sup>2</sup> Gross Floor Area (GFA) for first 5000 m <sup>2</sup> and 1 per 500 m <sup>2</sup> GFA for any additional area	Class 1 - 50% Class 2 - 50%
Shopping Centre	1 per 250 m <sup>2</sup> of gross leasable floor area for the first 5000 m <sup>2</sup> and 1 per 500 m <sup>2</sup> of gross leasable floor area for any additional area	Class 1 - 30% Class 2 - 70%
<b>Industrial</b>		
All	1 per 950 m <sup>2</sup> GFA	Class 1 - 80% Class 2 - 20%
<b>Institutional</b>		
Hospital	1 per 500 m <sup>2</sup> GFA plus 6 space rack at each entrance	Class 1 - 75% Class 2 - 25%
Public Transit Interchange	Minimum 6	Class 1 - 60% Class 2 - 40%
Place of Worship, Church	1 per 50 fixed seats	Class 2 - 100%

Civic /Library/Museum/Art Gallery	1 per 100 m <sup>2</sup> GFA	Class 1 - 20% Class 2 – 80%
Personal Care/ Nursing/ Home/ Group Home	1 per 15 dwelling units	Class 1 - 75% Class 2 – 25%
Community Care, Day Care	1 per 80 m <sup>2</sup> of GFA	Class 1 - 20% Class 2 – 80%
Correctional Institutions	1 per 50 beds	Class 1 - 70% Class 2 – 30%
Schools – All levels	1 per 10 employees	Class 1 -100% (employees only)
Elementary School	1 per 10 students	Class 1 - 50% Class 2 – 50%
Middle School	1 per 8 students	Class 1 - 50% Class 2 – 50%
Senior Secondary School	1 per 8 students	Class 1 - 50% Class 2 – 50%
Post-Secondary (includes trade schools)	1 per 5 students (full time equivalent, max. attendance)	Class 1 - 50% Class 2 – 50%
Post-Secondary Residence/ other institutional residence	1 per 4 residents	Class 1 - 50% Class 2 – 50%
<b>Cultural &amp; Recreational</b>		
Stadium, Arena, Pool, Exhibition Hall, Entertainment/ theatre, similar places with spectator facilities	Min. 6-space rack 1 per 40 spectator seats 1 per 5 employees	Class 1 - 20% Class 2 – 80%  Class 1 - 100% (employees only)
Gymnasium, Health Spa	1 per 80 m <sup>2</sup> of activity surface area (e.g. gym, pool, fitness room)	Class 1 - 20% Class 2 – 80%
Bowling Alley, Curling Rinks	1 per 2 alleys or sheets	Class 1 - 20% Class 2 – 80%

### 3.5 Policy Summary

Through the review of Official Community Plan and Transportation Master Plan, the following key points can be drawn from current City policy:

- Both the OCP and TMP provide specific policy direction to support sustainable development patterns and modes of transportation including walking, cycling, and public transit. These documents acknowledge the importance of integrating land use and transportation policy to achieve livability and sustainability goals.
- Specific land use designations that should be considered for reduced parking requirements based on OCP policy direction include: Colwood Corners, Seaside Village, Neighbourhood Centres, Mixed-Use Employment Centres, and Transit Growth Area.
- Parking management strategies are identified in the OCP and TMP that have yet to be included in the Land Use Bylaw. These include reviewing general parking requirements, developing regulation for electric vehicle charging infrastructure, and assessing the potentials impact of autonomous vehicles on off-street parking.
- To support the City's goal to make cycling safe, comfortable, and convenient, the TMP and OCP emphasize the importance of regulating short- and long-term bicycle parking along with end-of-trip cycling facilities.
- The parking management policies identified in these documents support OCP goals related to growth management, sustainable building, housing density and affordability, and transportation choice, including:
  - Specific parking requirement reductions for affordable housing to incentivize and lower costs for affordable development.
  - Parking supply reductions provide opportunities for GHG reductions in buildings and development oriented around sustainable transportation.
- Gaps remain in the implementation of these policies in current parking requirements, including:
  - Providing parking requirement reductions for sites in urban centres and with access to the frequent transit network, affordable housing or environmentally-friendly development.
  - Providing options for reduced parking requirements where developments support transportation demand management (TDM) strategies.
  - Implementing requirement for end-of-trip facilities for active transportation users. and electric vehicle charging infrastructure.

## 4.0 Parking Demand Assessment

Local parking demand information is summarized in the following section. This is intended to provide an understanding of current parking demand characteristics in Colwood and elsewhere on the Westshore as the basis considering appropriate parking supply rates in the updated parking regulations.

### 4.1 Approach

Parking demand data was gathered by two primary methods – collating pre-existing information and original data collection. The focus of the assessment is on multi-family residential uses. Parking characteristics for other key land uses such as commercial and institutional uses were deemed to be impacted by physical distances requirements associated with COVID-19 and any data findings not representative of typical conditions.

Existing parking demand information was assembled by reviewing past studies contained in Colwood council agenda packages. This information is primarily focused on multi-family residential uses and includes parking demand data obtained through both in-field observations and vehicle ownership data obtained from ICBC.

In-field observations were also conducted at representative sites beyond those addressed in past studies. Similar to previous studies, observations were undertaken at sites throughout the Westshore in different locations and with different tenures, including the following:

- 1. Condominium:** Subject to strata title ownership, may or may not allow for rental;
- 2. Apartment:** Owned by a single property owner or agency and rented to tenants at market rates; and
- 3. Affordable Housing:** Housing sold or rented below market rates.

The assessment also considers variations in parking demand due to location, access to frequent transit, and unit size to understand how these factors can be reflected in parking regulation. All parking demand data collected was tabulated and assessed to establish average parking demand rates.

## 4.2 Results

Parking demand data was analyzed using the approach outlined above. Results are presented in the following sections. See **Appendix A** for a summary of all parking demand data used in this section.

### **Overall Parking Demand**

The overall parking demand among all multi-family residential units was found to be approximately 0.98 vehicles per unit. This accounts for 36 multi-family residential sites in Colwood, Langford and View Royal, and represent approximately 1,281 total units.

### **Parking Demand, by Housing Type**

Studies in other communities have demonstrated a clear difference in parking demand among multi-family units of differing ownership or tenure. To test this theory in Colwood, parking demand data was analyzed based on housing type for three distinct housing types - Condominium, Apartment, and Affordable Housing. As shown in **Table 7**, the average parking demand in condominium units (1.17 vehicles per unit) was found to be approximately 24% higher than that of apartments (0.89 vehicles per unit). In this analysis, affordable housing parking demand was similar to that of apartments at 0.87 vehicles per unit.

**TABLE 7. AVERAGE PARKING DEMAND AT REPRESENTATIVE SITES**

	Study Sites	Units	Observed Vehicles	
			Average (per unit)	Range (per unit)
Condominium	15	530	1.17	0.73 – 1.48
Apartment	13	556	0.89	0.42 – 1.75
Affordable	8	195	0.87	0.44 – 1.16
<b>Overall</b>	<b>36</b>	<b>1,281</b>	<b>0.98</b>	0.42 – 1.75

### Parking Demand, by Number of Bedrooms

Various established research sources have quantified the difference in parking demand between units of a different size / number of bedrooms. The study found to be most representative of conditions in the Capital Region was a comprehensive study completed in King County, WA<sup>4</sup>. This was verified by a survey of a small number of local sites completed as part of the City of Victoria’s review of off-street parking regulations. The parking demand ratios by number of bedrooms are as follows:

- One-bedroom units have a 20% higher parking demand than bachelor units
- Two-bedroom units have a 60% higher parking demand than one-bedroom units; an
- Three-bedroom units have a 15% higher parking demand than two-bedroom units.

Several BC municipalities have structured parking requirements by the number of bedrooms in dwelling units. The typical variation in requirements among select communities is highlighted below and in **Table 8**:

- Bachelor / Studio – 0.96 vehicles per unit
- One-Bedroom – 1.0 vehicles per unit (4.2% greater than bachelor units)
- Two-Bedroom – 1.30 vehicles per unit (30% greater than one-bedroom units)
- Three-Bedroom – 1.64 vehicles per unit (26% greater than two-bedroom units)

**TABLE 8. AVERAGE PARKING DEMAND IN REPRESENTATIVE COMMUNITIES, BY NUMBER OF BEDROOMS**

Unit Size	Municipalities							Average	Average Demand Ratio
	Town of View Royal	City of Langford	City of Duncan		District of Lake Country	City of West Kelowna			
			Downtown Area	All Other Areas		West bank Centre	All Other Areas		
Bachelor / Studio	1.0	1.25	0.5	1.0	1.0	1.0	1.0	<b>0.96</b>	-
One-Bedroom	1.0	1.25	0.5	1.0	1.25	1.0	1.0	<b>1.0</b>	<b>+ 4.2%</b>
Two-Bedroom	1.5	1.25	1.0	1.2	1.5	1.25	1.5	<b>1.3</b>	<b>+ 30%</b>
Three-Bedroom	2.0	2.25	1.0	1.2	2	1.5	1.5	<b>1.64</b>	<b>+ 26%</b>

<sup>3</sup> King County Metro, Right Size Parking Model Code, December 2013, available online at: <https://metro.kingcounty.gov/programs-projects/right-size-parking/pdf/140110-rsp-model-code.pdf>

### Parking Demand, by Location

Parking demand was analyzed based their location within Colwood. For the purposes of this analysis, only representative sites in Colwood were considered to maintain consistency between location definitions. Three distinct locations were identified based on the OCP Land Use Designations:

1. **Colwood Corners** – Sites within the Colwood Corners designation in the OCP;
2. **Centres** – Sites within other centres identified in the OCP, including Neighbourhood Centres, Metchosin and Lagoon Neighbourhood Hub, and Mixed-Use Employment Centres; and
3. **Other** – Sites in other areas including the Neighbourhood and Neighbourhood – Hillside and Shoreline designations.

As shown in **Table 9** The average parking demand site in Colwood Corners was found to be 0.75 vehicles per unit, approximately 16% lower than sites in the Centres area and 30% lower than those in the Other areas.

**TABLE 9. AVERAGE PARKING DEMAND, BY AREA / LOCATION**

Location	Average Observed Vehicles (vehicles per unit)	Difference
Colwood Corners	0.75	-30%
Centres	0.89	-16%
Other	1.07	--

### Parking Demand, by Proximity to Transit

Access to reliable transit service has also been found to result in reduced parking demand in other communities. A study of residential parking demand in Metro Vancouver, as an example, found that access to frequent transit within 400m reduced parking demand by approximately 11% in condominiums and 27% in market rental sites<sup>5</sup>.

A similar assessment was undertaken for the multi-family residential parking demand data specifically in Colwood. Sites within 200m of the identified Rapid or Frequent Transit Networks were isolated from those beyond 200m. Results showed that the average parking demand for the six sites within 200m of the Rapid or Frequent Transit Network was 40% lower than those beyond 200m, a difference of 0.75 vehicles per unit, to 1.26 vehicles per unit.

<sup>5</sup> Metro Vancouver. 2018 Regional Parking Study, Technical Report. Retrieved from <http://www.metrovancouver.org/services/regional-planning/PlanningPublications/RegionalParkingStudy-TechnicalReport.pdf>

Again, this analysis applies only to multi-family residential sites, however a similar rationale for lower parking demand could be applied to employment land uses adjacent to transit corridors, particularly among land uses where parking demand is largely associated with commuting such as Office and Post-Secondary uses. It is also necessary to note that targeted Rapid Transit Network and Frequent Transit Network service levels have not been achieved in Colwood, and therefore the differential in parking demand from transit proximity is not necessarily reflected in the data collected.

### **Visitor Parking Demand**

Observations of multi-family residential visitor parking were conducted at four representative sites in the Westshore. For the purposes of this analysis it is assumed that visitor parking for the site is accommodated on-site and that visitors are exclusively using parking allocated for that purpose.

At the four representative sites, peak demand for visitor parking occurred at a similar time, approximately 9:30pm on a Tuesday. The average demand among these sites was 0.12 vehicles per unit, with peak observations ranging from 0.08 to 0.17 vehicles per unit. Only one site had a rate lower than 0.1 vehicles per unit at this time. See **Appendix A** for complete visitor parking observations.

It should be noted that with visitor parking in particular, parking demand characteristics can vary quite significantly with distinct peaks in demand experienced during a limited number of occurrences focused on large gatherings or special occasions. In-field observations may not have captured these peak occurrences, although consideration should be given to the extent that parking supply should reflect infrequent peak periods.

## 5.0 Vehicle Parking

The following section is focused on best practices and a comparative review of parking regulations from other communities. The focus is on regulations specific to vehicle parking, including parking supply rates, design standards and requirements for accessible parking and electric vehicle (EV) charging. The updated off-street parking regulations will address other aspects of vehicle parking including items such as parking space dimensions and requirement for commercial vehicle (i.e., trucks) loading (i.e., trucks). This working paper is focused on the key aspects of the regulations and emerging trends, and as such items such as space dimensions and commercial loading have not been addressed.

### 5.1 Parking Supply Rates

Parking supply rates dictate the required number of parking spaces associated with various land uses. Minimum parking supply rates are the most common method of regulating off-street parking, where virtually all communities have established specific rates for most key land uses to ensure each is accompanied by at least the prescribed quantity of parking. While this approach has generally been effective in addressing concerns over new development contributing parking to established neighbourhoods, it has the potential to require parking at a rate above-and-beyond what is actually necessary to meet the needs of a particular site. This is especially true where minimum parking supply rates have been established to protect against a “worst case” scenario and/or do not reflect the factors known to influence parking demand that were identified in **Section 4** such as location, proximity to transit, unit type and size. Excessive parking supply leads to affordability issues, undesirable land use and urban form and negative environmental impacts, as was detailed in **Section 2**.

Municipalities also have the option to establish a “parking maximum” that defines an upper limit for parking supply. This is an approach that only select communities have in-place and typically only for a small number of land uses. Maximums may accompany minimum supply rates to provide a limited range of possible parking supply, or may be pursued instead of a minimum, thereby protecting against over-supply. This approach is most often applied in specified areas such as downtown or urban villages where land is scarce and the local government is seeking density and to protect against excessive parking supplies. Maximums may also help preclude “big box” style development where desired.

A third approach is to not regulate parking supply and instead rely on the market to determine an appropriate parking supply. Described by the City of Edmonton as “open option parking” (refer to the Edmonton case study on the following page), this approach relies on each development applicant to determine an appropriate parking supply in consideration of the many factors that influence parking needs, including the market appeal and ability to sell or lease their development once constructed.

Case Study

**City of Edmonton, AB**

The City of Edmonton recently became the first North American city to eliminate minimum parking requirements. Referred to as “Open Option” parking, the new approach includes a full-scale removal of minimum parking requirements across the City, instead allowing developers, homeowners and businesses to decide how much on-site parking to provide on their properties based on their particular operations, activities or lifestyle.

Minimum requirements remain in-place for accessible parking and bicycle parking to ensure adequate supplies of each are provided, while parking maximums have been retained downtown and in designated transit oriented development (“TOD”) and main street areas consistent with City goals to increase density and prioritize sustainable transportation in these locations.

The City of Edmonton’s review of parking requirements included an extensive public consultation period and education campaign to ensure the community had the opportunity to comment on the proposed changes. A sample public-facing diagram communicating three approaches to regulating parking supply is shown in **Figure 4**.

**FIGURE 4. THREE OPTIONS FOR REGULATING PARKING SUPPLY<sup>6</sup>**



<sup>6</sup> City of Edmonton, Parking Rules for New Homes and Businesses, “Parking Regulation Options”, access online at: [https://www.edmonton.ca/city\\_government/urban\\_planning\\_and\\_design/comprehensive-parking-review.aspx](https://www.edmonton.ca/city_government/urban_planning_and_design/comprehensive-parking-review.aspx)

### 5.1.1 Minimum Supply Rates

A comparative review of the City's minimum parking supply rates for core land uses was undertaken to determine how they compare to rates in representative communities. A full account of the City's current minimum parking supply rates is provided in **Section 3.4**. The review of the City's rates compared to other communities is contained in **Appendix B**.

The following are the key take-aways from the comparative review.

#### **General:**

- Requirements for many of the City's land uses are expressed as units of measurement that are not easily determined at the time of application and/or may change over time (e.g., number of employees, students, washing machines, etc.).
- While most supply rates are expressed as one space per unit floor area (or employee), certain land uses are expressed using a non-standardized unit of measurement (e.g., Retail – 0.75 per 10m<sup>2</sup> of gross leasable floor area).

#### **Single-Family Residential:**

- The current single-family residential parking requirement is difficult to interpret when compared to those in representative communities. In these communities the supply rate is typically simple and expressed in plain language (e.g., Campbell River, 2 spaces per dwelling unit).

#### **Multi-Family Residential:**

- The current means of expressing the multi-family residential parking supply rate is challenging to understand and leads to confusion in undertaking the calculation (1.5 spaces per dwelling unit plus 1 spaces for each 100m<sup>2</sup> of building floor area exceeding 60m<sup>2</sup> times the number of dwelling units). The supply rate in most other communities is expressed in a more easily understood manner (e.g., Saanich, 1.5 spaces per dwelling unit).
- Lack of differentiated supply rates for condominium (i.e., strata ownership), apartment (market rental) and affordable housing. Differentiated rates are becoming increasingly common in other communities, a recognition of demonstrated differences in parking demand and/or supporting community objectives for rental or affordable housing.
- Visitor parking is included in the overall multi-family residential supply rate. This leads to some uncertainty as to the exact number of visitor spaces to be provided, as opposed to most other communities that require visitor parking above-and-beyond

the basic requirement (e.g., Central Saanich, 1.5 per dwelling unit plus 0.25 per dwelling unit for visitors' parking).

## **Office:**

- The City's rates for Office uses is generally consistent with those in other jurisdictions.
- The City defines three office uses - single-tenant, multi-tenant, and medical offices - each having a unique parking supply rate. Most other representative communities use only one or two office land uses typically a general business or professional office and a medical office.
- The parking supply for medical offices is the most difficult to interpret among the categories of office uses defined in the Land-Use Bylaw, given that the parking requirement is expressed in terms of the number of dentists or doctors. To avoid confusion, there should be consistency among office uses in using one method to calculate parking requirements. For example, the Town of View Royal also defines single-tenant, multi-tenant, and medical office uses, but use floor area as means to calculate the parking supply rate.

## **Retail:**

- The current parking supply rate for general retail uses is the highest among representative communities. The District of Saanich's rate (1 space per 14m<sup>2</sup>) is comparable, however retail uses in most other communities were typically above 1 space per 20 m<sup>2</sup>. The parking supply rate for banks and financial institutions is consistent with other jurisdictions.
- Like many other communities, retail parking requirements are inclusive of a variety of retail uses. Colwood specifically includes large format retail uses like supermarkets under this land use in addition to liquor stores. This variety could lead to parking oversupply in cases where retailers are required to provide the same number of parking spaces despite recognized differences in parking demand for between uses.

## **Shopping Centre:**

- The number of shopping centre land uses in the Land-Use Bylaw is challenging to differentiate and more extensive than other communities. A single rate is more common in communities with a shopping centre land use.
- The Major Shopping Centre Major land use contains two different parking supply rates used that apply at different floor areas. Applying a single rate for this land use would allow for greater clarity in interpreting this requirement

## **Grocery Store:**

- Few other communities define a minimum parking supply rate specifically for grocery uses. When compared these municipalities, the City has among the highest parking requirements for grocery uses with only Saanich requiring a similar rate.
- In Colwood, there are two grocery uses: neighbourhood grocery and supermarket, which could cause issues if not clearly defined. Other communities define only a single rate for grocery uses or would apply a broader retail parking supply rate.

## **Restaurant:**

- The City has minimum supply rates for coffee shop and drive-in only restaurant uses but lacks a use that would address typical family restaurant or sit-down restaurant uses as is common in other communities.
- Calculating the parking supply rate for coffee shops based on the number of seats is consistent with some other communities. Whether determining parking supply by the number of seats or floor area, these other municipalities would apply this approach for all restaurant uses rather than using a constant number of parking stalls, as is the case for drive-in restaurants.

## 5.1.2 Supply Rate Variables

Several variables are applied by other representative communities as a means to provide parking requirements tailored to the context of a development. Depending on the community, these supply rate variables respond to the location, size, tenure, or proximity to transit of a site.

### **Location:**

Among the most common supply rate variables is to provide parking requirements based on location. Many communities will identify areas with specific parking supply rates, particularly in central or urban core locations where amenities and transportation options are readily available for residents. Often these areas reflect OCP land use designations and general land use goals and objectives to which parking can contribute. For example, Nanaimo defines five unique areas within the City, each with their own parking requirement for multi-family residential development. Comox, Duncan, West Kelowna and Victoria all apply a locational variable to parking requirements in some land uses.

## Unit Size / Number of Bedrooms

As discussed in **Section 4.2.2**, parking demand has been shown to vary widely between different sized units, and in particular the number of bedrooms. As such, parking regulations in many communities have adopted parking requirements for multi-family residential based on the number of bedrooms in a unit. Municipalities including Langford, View Royal Duncan apply specific parking supply rates based on unit size.

## Building Type / Tenure

Structuring parking regulations based on building tenure is another viable option to provide flexibility in parking requirements and incentivize a variety of building tenures. It is widely recognized that building tenure influences parking demand, with rental apartments typically requiring fewer parking spaces than strata condominiums. This could be particularly important for the provision of affordable housing, as fewer required parking spaces places less of a financial burden on affordable development. The *Regional Housing Affordability Strategy* recommends pursuing this option for development, particularly in central areas or locations with ready access to transit or alternate forms of transportation.

None of the direct representative communities (i.e., Langford, View Royal, Saanich, etc) vary supply rates to reflect building type. Certain other communities such as Victoria and Nanaimo have varied rates to reflect demonstrated decreases in parking demand among rental buildings and as a means to encourage varied housing options, including affordable housing.

## Transportation Options

Access to transportation options, particularly proximity to transit, is another method for structuring variable parking requirements. Albeit a small sample size, the parking demand assessment in **Section 4** demonstrated parking demand to be reduced among Colwood sites withing 200m of frequent transit corridors.

Again, few of the directly relevant communities include parking reductions for proximity to transportation options. Saanich includes a provision for reduced parking where a bus stop abuts the site, while Esquimalt offers a reduction among commercial and industrial uses only. Other communities that have revisited their parking regulations more recently include a provision for reduced parking where transit is nearby including Abbotsford, Vancouver, Calgary and Edmonton. These are considered best practices and not necessarily the norm in municipalities in the Capital Region.

Reductions in parking for proximity to cycling corridors has not been included in regulations elsewhere. Reductions for “walkability” is also not explicitly listed in regulations in other communities, although walkability is inherent in reductions offered for a downtown or urban location.

### 5.1.3 Parking Maximums

Off-street parking regulations typically specify minimum parking supply rates to ensure that sufficient parking is provided, but parking “maximums” may also be put in place to ensure that parking supply is not excessive. Establishing a maximum may be particularly important in the defined Colwood Corners, Seaside Village, Transit Growth Area, and Neighbourhood Centres areas where available land is more scarce and policies generally support increased density and structured parking. It may also have application to protect against unwanted “big box” type commercial development with excessive parking provision. Limiting parking supply is inline with the City’s OCP land use and development goals and policy objectives to utilize parking to encourage mode shifts and reduce parking oversupply. Parking maximums are specifically cited in Policy 8.2.6.3 as an opportunity to meet these goals.

Only a small number of Canadian communities are known to have parking maximums in place and typically only larger municipalities. Exceptions include more modest sized communities like Whitehorse, Vernon, Kelowna, and Fredericton. Maximums are most commonly expressed as a percentage above the minimum parking supply rate (i.e., 125% of the minimum), limited only to sites within a downtown area or within a defined proximity of higher-order public transit, and applied to only certain land uses (commonly multi-family residential or downtown commercial).

### 5.1.4 “Open Option” Parking

As was highlighted above, the City of Edmonton is the first community in North America to eliminate minimum parking rates across the city, with the intent that each development application would include an appropriate parking supply. This change in regulations was implemented as of July 2020 and there is no information yet on the success of the change.

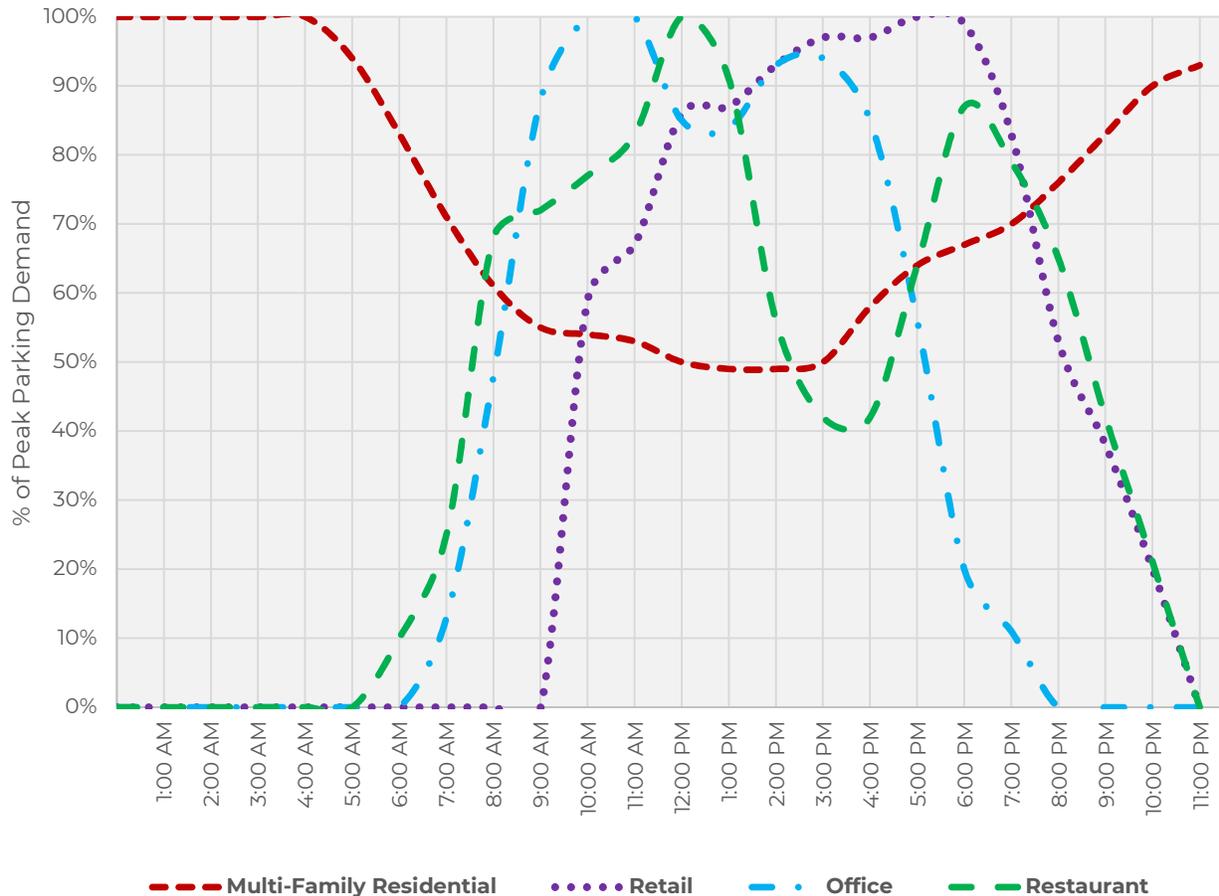
Select communities have removed required parking supply rates in specific areas of their community. The City of Victoria, for example, does not require parking associated with the office uses in the most central areas of downtown (defined as “Core Historic” and “Core Business”). This is by no means a full repeal of supply requirements on the scale that has been pursued in Edmonton.

## 5.2 Shared Parking

Shared parking refers to a scenario where two or more land uses in close proximity share a supply of parking spaces in order to reduce the overall parking supply for the site or area. The concept is successful where parking demand for different uses exhibits complementary demand patterns with peak demand experienced at different times of day. For example, an office building and multi-family residential are complementary land uses because office parking demand is typically highest during weekday working hours while residential demand is highest weekday evenings and weekends when office demand is low. Parking must remain unreserved (i.e., available for all users) for shared parking to work well.

The time-of-day parking characteristics for key land uses are shown in **Figure 5**.

**FIGURE 5. TIME-OF-DAY PARKING DEMAND FOR KEY LAND USES<sup>7</sup>**



<sup>7</sup> Time-of-day demand figures based on Institute of Transportation Engineers (ITE) *Parking Generation*, 4<sup>th</sup> Edition.

A shared parking regulation would help meet overall parking demand with fewer parking spaces, as well as support the City's desire to see mixed use development in areas specifically designated Colwood Corners and Seaside Village.

The following criteria require attention when considering a shared parking regulation:

- Land Uses – Specific land uses must be identified that may be included in the shared parking arrangement, with consideration for land uses that exhibit complementary parking demand patterns and are aligned with City policy directions.
- Reduction – The extent of the parking supply reduction that may be achieved through sharing is to be clarified, expressed as either a whole number or percentage of the total requirement between the land uses involved. This may include a maximum reduction that is no greater than the minimum requirement associated with the lesser of the land uses involved.
- Policy / Regulation – An allowance for shared parking may be included as a regulation in the Off-Street Parking Regulations or as one of the supporting rationale for a parking reduction in the Parking Variance Policy.
- Conditions – Certain communities include language to encourage / require that on-site parking spaces remain unreserved to uphold the sharing arrangement and/or a covenant to restrict a change in use that would adversely impact the shared parking arrangement.

Regulations that allow for shared parking are not common in other communities primarily due to the numerous possible combinations of land uses and associated reductions, as well as challenges ensuring spaces remain unreserved. Examples are highlighted in **Table 10**.

**TABLE 10. SHARED PARKING REGULATIONS IN OTHER COMMUNITIES**

Community	Regulation
Central Saanich	Where it is determined that peak parking demand for two or more non-residential buildings, structures or uses on the same site or abutting sites occurs at different periods of time, the parking requirements for those buildings or uses may be reduced by a maximum of 25% of the total parking requirement
Nanaimo	<p>Where more than one of the uses listed in the Bylaw are located on the same lot, parking spaces may be shared between the uses and is calculated by:</p> <ul style="list-style-type: none"> <li>a. The number of parking spaces required for the lot under this subsection is calculated by multiplying the number of parking spaces required for each land use by a given percentage where listed uses intersect.</li> <li>b. Where three or more uses are located on the same lot, the lowest reduction rate between any two of the uses shall apply.</li> </ul>
Nelson	Where the peak use of off-street vehicle parking spaces for 2 or more uses on the same lot or adjacent lots occurs at different periods of time, the required number of off-street vehicle parking spaces for such uses in total may be reduced by no more than 25%.
Vernon	Where a development consists of a mix of use classes, the total on-site parking requirement shall be the sum of the on-site parking requirements for each use class, unless supported by a shared parking study endorsed by the authority having jurisdiction
West Kelowna	Where it is determined that the peak parking demand for a mixed use development with 2 or more buildings, structures or uses on the same parcel or abutting parcels occurs at sufficiently different times of the day, the General Manager may permit the cumulative parking space requirements to be reduced by a maximum of 25%.
Whitehorse	In the case of a mixed use development, or where two or more owners jointly provide and maintain composite parking facilities, the number of off-street vehicle parking spaces required shall be the sum total of off-street vehicle parking space requirements for each use unless the applicant can demonstrate to the satisfaction of a Development Officer that there is a shared use of parking spaces that would warrant a reduction in their collective requirements, in which case a Development Officer may reduce the requirements.

### 5.3 Cash In-Lieu of Parking

The Local Government Act (LGA) permits British Columbia municipalities to establish regulation allowing a prospective developer to pay cash in-lieu of required parking spaces. Cash in-lieu of parking is at the land developer’s discretion, and is typically pursued where private off-street parking is not needed or is difficult to accommodate on-site due to physical or other constraints. Per the LGA, all monies received must be placed in a reserve fund for the purposes of providing:

- a. New and existing off-street parking spaces, or
- b. Transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

All monies received must be credited to the reserve fund, and the municipality is required to report annually on reserve fund contributions, expenditures, balance, and projected timeline for future projects to be funded. The City does not currently accept cash in-lieu of parking.

A number of specific conditions must be considered if a cash in-lieu regulation is to be pursued, as follows:

- Cost - A per-space cost must be established than applicant is to contribute for each required parking space that is not provided. Costs in other communities range significantly and are most commonly approximate \$10,000 to \$12,000 per space. Refer to **Table 11**. In setting rates, consideration should be given to the cost to provide parking, the value to the developer in not having to construct parking, and the City’s goal to accrue funds to support active transportation infrastructure.
- Magnitude – An upper limit may be established to ensure that a minimum off-street parking supply is provided and so that an applicant cannot entirely “buy” their way out of supplying parking.
- Location – The option for cash in-lieu of parking may be limited only to locations where the City is strategically seeking to limit parking supply and/or generate funds for public parking or active transportation facilities.

City staff have indicated that the municipality is not interested in collecting cash in-lieu funds for public parking. On the basis that given the cost of land, it is unlikely such funds would cover the costs of acquiring lands and constructing facilities. Instead, staff have suggested that cash in-lieu funds should be used to build an active transportation reserve fund to support investments in pedestrian, cycling and transit infrastructure, which supports the modal shifts toward active transportation and public transit specified in the Official Community Plan.

**TABLE 11. CASH IN-LIEU OF PARKING RATES IN OTHER COMMUNITIES**

<b>Community</b>	<b>Conditions</b>	<b>Rate</b> (per space)
Comox	<ul style="list-style-type: none"> <li>The Town must own and operate a parking facility within 700 m</li> <li>Not applicable for required spaces for dwelling units or B&amp;B's</li> <li>Public parking spaces built with the collected funds cannot be reserved</li> </ul>	\$11,500
Courtenay	<ul style="list-style-type: none"> <li>Only for one select commercial zone</li> </ul>	\$6,500
Langford	<ul style="list-style-type: none"> <li>Only where a City owned parking facility is within 150m</li> </ul>	\$11,000
Oak Bay	<ul style="list-style-type: none"> <li>Only where a District owned parking lot is nearby</li> </ul>	Parking Space - \$9,700 Loading Space - \$14,500
Parksville	<ul style="list-style-type: none"> <li>Only for select zoning areas</li> </ul>	\$9,800
Sidney	<ul style="list-style-type: none"> <li>Only applies within a boundary established by the Town</li> <li>Certain zoning areas may use 50% of payment toward permanent carshare memberships registered to units</li> </ul>	\$10,000
Sooke	<ul style="list-style-type: none"> <li>Only in areas outside of the Town Centre</li> </ul>	Value equal to the outstanding parking requirement
View Royal	<ul style="list-style-type: none"> <li>Only for select zones and only to a maximum of 15% of total requirement</li> </ul>	\$12,000 Additional \$10,000 if within 250 metres of a Town owned parking lot

## 5.4 Parking Variance Policy

A key outcome of the Parking Bylaw Update project is a supporting policy that identifies the conditions / provisions that the City may accept as support for a parking variance. This is to provide clarity to the development community on what the City will and will not accept as rationale for reduced parking, as well as provide the City with a transparent and defensible approach to evaluating variance requests.

A scan of representative communities with policies specific to parking variances was completed to understand the approach taken in other places.

### **Precedent Communities**

Communities with parking variance policies include the following:

- City of Nanaimo, Policy for Consideration of a Parking Variance  
<https://www.nanaimo.ca/docs/default-document-library/policy-for-consideration-of-a-parking-variance.pdf>
- District of Saanich, Official Community Plan, Policy 37  
<https://www.saanich.ca/assets/Local~Government/Documents/Corporate~and~Annual~Reports/2008%20OCP.pdf>
- City of Campbell River, Sustainable Official Community Plan, Policy 7.1.1  
[http://campbellriver.ca/docs/default-source/Document-Library/bylaws/sustainable-official-community-plan-\(schedule-a-to-bylaw-3475-2012\)-amended-to-bylaw-3640-2016.pdf?sfvrsn=21d96108\\_2](http://campbellriver.ca/docs/default-source/Document-Library/bylaws/sustainable-official-community-plan-(schedule-a-to-bylaw-3475-2012)-amended-to-bylaw-3640-2016.pdf?sfvrsn=21d96108_2)
- District of Sooke, Official Community Plan, Policy 4.4.3 (q)  
<https://sooke.civicweb.net/document/4044>
- District of North Vancouver, Official Community Plan, Policy 5.1.8  
<https://www.dnv.org/sites/default/files/bylaws/Bylaw%207900.pdf>
- City of Nelson, Official Community Plan, Downtown Policy 13  
<https://www.nelson.ca/DocumentCenter/View/227/Schedule-A---Goals-Objectives-Policies-PDF>

## Criteria

The following are the criteria used in other communities in support of parking variances:

- Urban Location – The proposal site is located in a downtown, urban area or “mobility hub” designation in an OCP or other plan where parking demand is anticipated to be reduced and transit, cycling and walking opportunities are present.
- Travel Options – Where the subject property is located immediately adjacent a high-order (or frequent) transit corridor or identified key cycling corridor.
- Affordable Housing – Where the site includes purpose-built affordable housing.
- TDM – The provision of specified transportation demand management (TDM) strategies are implemented, including carshare memberships, carshare vehicle contribution, cycling trip-end facilities, transit subsidy, or otherwise.
- Car Share – Where the proposal includes an on-site or nearby carshare vehicle and the vehicle and/or carshare memberships are purchased by the proponent.
- Nearby Parking – Where on-street parking is readily available nearby the subject property or there are opportunities to secure access to parking on nearby properties (secured through covenant or easement).
- Magnitude – Where only a minimal reduction in required parking is sought
- Shared Parking – Where the site contains two or more complimentary land uses with different peak parking hours and where on-site parking supply may be shared.
- Parking Study – Where the variance is supported by a technical study prepared by a professional and supported by municipal staff.

Beyond specific criteria used to evaluate variance requests, the City of Nanaimo policy specifically lists the following “Proposed Development Rationale” that applications are to demonstrate how they achieve each as rationale for the variance:

- Constraint – Meeting the parking requirements would unreasonably constrain or hinder development which is otherwise permitted on the property.
- Community Benefit - There is a net benefit to the community, environment and/or immediate area that would be achieved through the variance approval.
- Land Use / Development - The proposed variance will result in a development that is consistent with development guidelines, any applicable neighbourhood plan and meets the character of surrounding land uses.
- Neighbourhood Consultation - The variance has been discussed with surrounding property owners, residents and the relevant neighbourhood association.

## 5.5 Accessible Parking

Dedicated accessible parking spaces are required throughout the community to ensure individuals with physical, sensory and cognitive challenges are able to access parking that is located and designed to specifically meet their needs.

The City's current accessible parking requirements are as follows:

*In any development requiring 25 or more parking spaces, accessible parking spaces clearly marked for the exclusive use of vehicles properly displaying a decal issued to persons with disabilities shall be provided on the following basis:*

- a) Parking spaces shall be provided in the ratio of 1 for every 50 parking spaces required and one parking space shall be provided in respect of any remainder less than 50.*
- b) Each parking space shall be a minimum of 3.7 m in width and shall be the nearest parking space or spaces to a building entrance that accommodates wheelchair access.*
- c) Drop curbs shall be provided on any curb between the parking space and the building entrance to accommodate wheelchair access.*
- d) Each space shall have a firm, slip-resistant and level surface.*
- e) In the RTS-2 Zone, parking spaces for persons with disabilities shall be provided at 5 percent of the total projected number of dwelling units in the building.*

Requirements for accessible parking supply in other communities are identified in **Table 12**.

**TABLE 12. ACCESSIBLE PARKING SUPPLY REQUIREMENTS IN OTHER COMMUNITIES**

Community	Required Supply
Central Saanich	One space for every dwelling unit specifically designed to be used by a disabled person 2% of the total spaces provided where 11 or more spaces are required
Courtenay	In developments requiring 20 or more parking spaces, 1 accessible space must be provided plus 1 for every 75 additional spaces
Duncan	1 accessible space must be provided for the first 20 required spaces plus 1 for every 40 additional required spaces
Esquimalt	In developments requiring 25 or more parking spaces, accessible spaces must be provided for 1 of every 50 spaces plus 1 space for any remainder in excess of the required number divided by 50  For Congregate and Seniors' Apartments, accessible spaces must be provided for 1 of every 6 parking spaces
Langford	For Commercial uses, a minimum of 1 accessible space in developments requiring between 10 and 30 off-street spaces, with an additional 1 for every 50 spaces in excess of 30
Saanich	In developments requiring 25 or more parking spaces, accessible spaces must be provided for 1 of every 100 parking spaces
Sidney	For Commercial uses, a minimum of one accessible space where more than 9 and fewer than 21 total spaces are required (excluding residential) and one for every 20 spaces in excess of 20
Sooke	Number of accessible spaces in the required parking supply: 2 – 10 required spaces: 1 accessible space 11-50 required spaces: 2 accessible spaces 51-100 required spaces: 3 accessible spaces Above 100 required spaces: 3 plus 2 per 100 spaces

### Minimum Supply

Generally, the City’s established requirement for accessible parking supply is inline with other communities and reflects best practices. The BC Building Code (which prior to 2018 included accessible parking requirements for the province) included a supply rate of “where more than 50 parking stalls are provided, parking stalls for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof”, which the City’s current rate exceeds.

## Minimum Supply, High Generating Uses

Consideration may be given to increase the accessible parking requirement associated with specific land uses anticipated to have a higher demand for accessible parking. Examples could include medical (i.e., Hospital; Office, Medical) and seniors housing uses (i.e., Congregate Care; RTS-2, Towncentre Seniors Residential zone), as well as residential units specifically design for universal access and likely to be inhabited by an individual(s) requiring accessible parking.

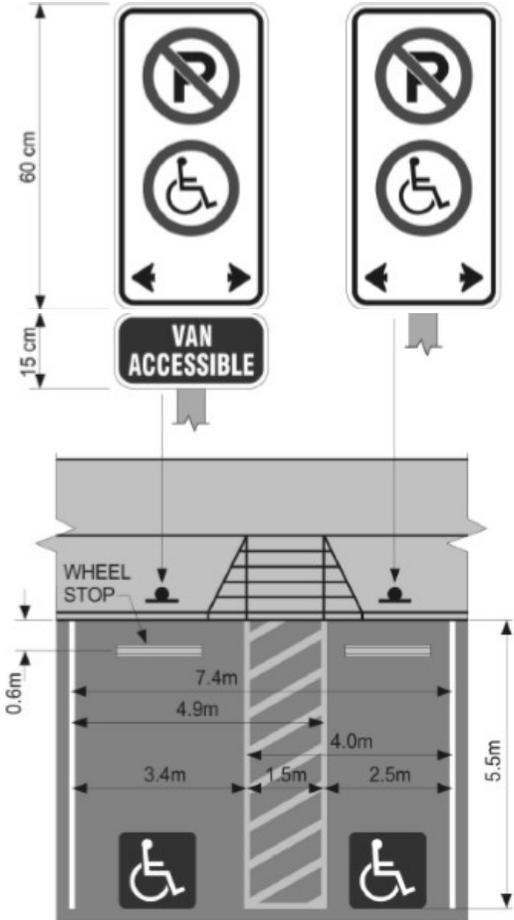
## Minimum Supply, by Space Type

A current best practice included in the American with Disabilities Act (ADA) and proposed to be coming forward in forthcoming Canadian Standards Association (CSA) standards updates, as well as in certain leading BC municipalities (i.e., Richmond, Surrey), is to differentiate between two unique accessible parking user groups, as follows:

1. Limited Mobility – This user group experiences challenges with limited vision, strength or dexterity that requires they park as close as possible to their end destination. This user group benefits from a clear circulation aisle adjacent the parking space but does not need parking space wider than a conventional parking space. Spaces for this user group are simply referred to as “Accessible” (or accessible parking).
2. Assisted Mobility – This user group relies on a wheeled mobility device, such as a wheelchair (manual or motorized) or mobility scooter. They require a wider parking space to allow for maneuvering a mobility device in/out of a vehicle, but do not necessarily require close proximity to their end destination as they are capable of wheeling themselves over distance, although a circulation space between parking space and destination that is safe and free of physical barriers is important. Spaces for this user group are referred to as “Van Accessible” (or van accessible parking).

An example from the City of Richmond's off-street parking regulations is included in **Figure 6** articulating the differing spatial requirements and signage associated with accessible and van accessible parking spaces.

**FIGURE 6.** ACCESSIBLE + VAN ACCESSIBLE DESIGN REQUIREMENTS, CITY OF RICHMOND<sup>8</sup>



<sup>8</sup> Based on diagram from City of Richmond, Zoning Bylaw 8500, Section 7: Parking and Loading, page 7-5 Available online at: [https://www.richmond.ca/\\_shared/assets/ParkingLoading24226.pdf](https://www.richmond.ca/_shared/assets/ParkingLoading24226.pdf)

## 5.6 Electric Vehicle Charging

### **EV Uptake**

Electric, hybrid, and alternative energy vehicles are becoming more common and more affordable. While the overall number of electric vehicles (EV) remains relatively low, uptake has increased significantly in Colwood and throughout the Capital Region. Data compiled by the Victoria Electric Vehicle Association shows that there were over 5,600 licensed EVs on Vancouver Island as of March 2020, up from 2,800 in March 2019. The data groups Colwood, Langford, and Highlands together and says there were 369 EVs as of March 2020, which is up 97% from the 187 recorded in March 2020.

According to the 2017 CRD Origin Destination Household Travel Survey, approximately 1,900 of the 255,300 vehicles (0.7%) in the CRD are electric only. However, this number has increased from the 100 EVs identified in the 2011 survey. At the Provincial level, EV sales are also rapidly increasing. In 2019, EVs made up 9% of all light duty vehicles sold in BC, up from 4% in 2018. There are now over 30,000 EVs on the road. Sales increase of 100% over the previous year, and this followed a 58% growth in sales from 2017-2018.

These trends indicate that EV sales will likely continue to grow, especially as the costs of batteries decline, charging stations become more prevalent, and government incentives are offered to off-set the purchase price. The province is incentivizing residents and businesses to transition to EVs through the Zero-Emission Vehicles Act, which calls for 10% of all new light-duty cars and trucks sold to be zero-emissions<sup>9</sup> by 2025 and 100% by 2040.

### **About EV Charging**

There are three levels of EV charging receptacles:

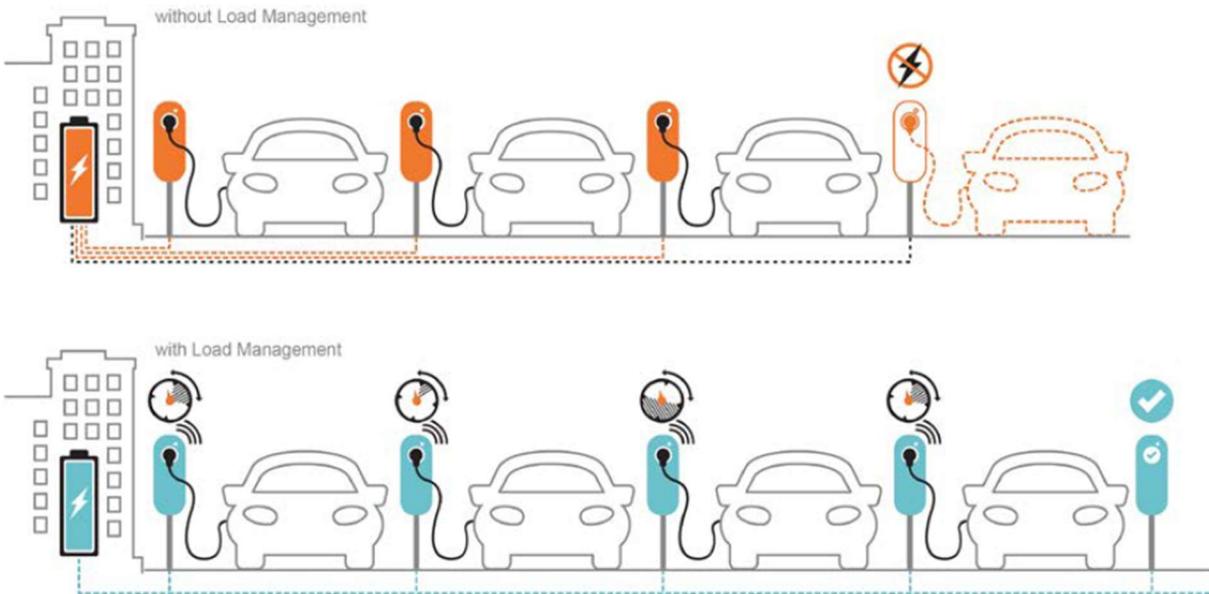
- Level 1: AC 120V (common household outlets)
- Level 2: AC 240V (higher power and require dedicated circuit)
- Level 3: DC Fast Charging (fastest but significantly more expensive to install)

One concern with EV charging is the potential draw on the utility system. Load management and load sharing can be used to reduce peak power demand and improve the overall utilization of EV charging systems by allowing multiple EV charging stations to share the same electrical line (see **Figure 7**). This distributes power equally, ensuring that all cars plugged into the system will charge. Both the Saanich and Victoria (proposed) bylaws discuss the use of EV Energy Management Systems (EVEMS) (i.e. load management) to reduce peak power demand and improve efficiency, thereby reducing electrical infrastructure costs.

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<sup>9</sup> Zero emission vehicles include battery electric, plug-in hybrid electric, and hydrogen fuel-cell vehicles.

**FIGURE 7. ILLUSTRATIVE EXAMPLE OF LOAD MANAGEMENT<sup>10</sup>**



### EV Charging in Parking Regulations

The availability of EV charging is key to facilitating the adoption of EVs. Charging stations may be installed by the City, CRD or other public agency, or provided on private property. Development regulations present the opportunity to ensure appropriate EV charging considerations are included in new development.

There are two general means of including EV charging in regulations:

1. Some communities require that a development be 'EV ready' (i.e., future-proofing the parking by providing an energized outlet capable of providing Level 2 charging or higher) so that future occupants seek to install charging stations. This approach does not represent a significant cost for developers and builders in the interim and allows for the future installation of EV charging station when demand dictates.
2. Another approach is to require dedicated EV charging infrastructure installed from the start. This may include Level 1 charging in residential sites where vehicles are typically parked overnight or for long periods of time, or Level 2 charging in commercial, institutional or other uses where vehicles are typically parked for a shorter period of time and benefit from a faster charge.

<sup>10</sup> Source: Capital Region Local Government Electric Vehicle (EV) + Electric Bicycle (E-Bike) Infrastructure Planning Guide

**Appendix C** shows electric vehicle charging requirements in other communities. A number of larger communities in Metro Vancouver have been included for comparison purposes, based off a recent policy review completed by the City of Victoria.

Saanich has recently become the regional leader in EV parking requirements, releasing detailed requirements that will become active as of September 2020. Their bylaw is the most detailed in the region, with definitions for a range of EV charging technologies and detailed requirements for a range of institutional, commercial, cultural, recreational, and industrial uses<sup>11</sup>. Saanich's approach is to add EV charging requirements directly into the detailed off-street parking supply table in their bylaw to make it very clear what is required for each land use category.

Saanich requires one energized space in all single family residential and 100% level 2 EV-ready in all multi-family residential. They also have requirements for the installation of EV charging units (referred to as "Electric Vehicle Supply Equipment" or EVSE<sup>12</sup>), with minimum requirements in institutional land uses (e.g. hospitals and schools) as well as office, industrial, cultural, recreational, and retail land uses.

The approach taken by Saanich is above-and-beyond the recommendations of the 2019 CRD Local Government Electric Vehicle + Electric Bicycle Infrastructure Planning Guide, which suggests EV-ready regulations for residential uses and a basic provision of chargers in commercial, institutional and other uses.

The City of Victoria is also considering updates to their bylaw regarding EV charging requirements, as outlined at the Committee of the Whole meeting on June 18, 2020 (see report dated June 4, 2020: *Electric Vehicle (EV) Ready Requirements for New Construction*).

### **Capital Region Local Government Electric Vehicle (EV) + Electric Bicycle (E-Bike) Infrastructure Planning Guide**

This resource document for local governments was developed by the Capital Regional District in 2018 to guide various aspects of EV charging infrastructure. As the City considers new development regulations requiring EV charging, reference should be made to the CRD document to understand some of the key challenges associated with regulations, including the development costs associated with installing chargers and issues with chargers in strata buildings.

<sup>11</sup> See: Zoning Bylaw, 2003, Amendment Bylaw, 2020, No. 9627

<sup>12</sup> Defined as "a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an electric vehicle."

## 6.0 Bicycle Parking

### 6.1 Bicycle Parking Supply

**Appendix D** compares the supply rates of short- and long-term bicycle parking across different communities. Colwood (as well as Sooke, Saanich, and View Royal) expresses the supply of each type of bike parking as a percentage (e.g. 60% Class 1, 40% Class 2). However, the more common approach is to provide set supply rates for each type of bicycle parking, with no percentages used.

Municipalities take varying approaches in terms of the number of land use designations described in their bicycle parking bylaws. Colwood, Vancouver, North Cowichan, and others take a detailed approach, assigning requirements to a long list of sub-categories. Other municipalities use fewer categories (e.g. “all institutional uses” compared to defining requirements for each type of school).

It is important to consider the underlying rationale for determining supply rates in specific land uses. Municipalities may also wish to align these land use categories with the categories used for off-street motor vehicle parking.

A comparison of Colwood’s bicycle parking supply rates across core categories showed the following:

**General:**

- Saanich and Colwood have almost identical bicycle parking requirements and land use categories. View Royal and Langford also have very similar requirements to Colwood.
- Central Saanich uses highly generalized land uses and lacks requirements for certain land uses but is progressive in terms of long-term multi-family requirements.
- Esquimalt and Oak Bay have no requirements.
- Vancouver and North Vancouver were included as examples of generally higher/more progressive requirements.

**Multi-Family Residential:**

- Long-term:
  - Colwood’s rate of 1 long-term/unit is comparable to Langford, Saanich, Sidney, View Royal; higher than North Cowichan; lower than Central Saanich, North Vancouver, Vancouver (1.5 long-term spaces/unit).

- Numerous cities have no requirements (e.g. Campbell River, Courtenay, Esquimalt, Oak Bay).
- Short-term:
  - Whereas Colwood, Saanich, and Sidney require only 6 short-term spaces per apartment (regardless of size), other municipalities require short-term bike parking as a ratio based on number of dwelling units.

### **Commercial / Office:**

- Land use categories:
  - Common to split up hotel, office, and retail.
  - Some sub-divide further: live-work, restaurants.
  - Sooke has requirements specific to a parking structure/lot.
- Hotel requirements are similar, with 1/15 rooms and 6-space rack min required if >75 rooms.
- Office / Retail: Colwood's rates of 1 per 250m<sup>2</sup> Gross Floor Area (GFA) (split Class 1 and 2) are lower compared to others like North Cowichan, North Vancouver, Sidney, and Vancouver.

### **Industrial:**

- Long-term: variation in ratios per GFA; Sidney requires a minimum of 2 plus a floor space ratio.
- Short-term: Sidney and North Vancouver require minimum 6, while Vancouver does not require any.

### **Institutional / Civic:**

- Colwood, Saanich, and View Royal have the most detailed list of land use categories.

## 6.2 Bicycle Parking Design

Bicycle parking should be convenient, safe, secure, functional accessible, and where possible, aesthetically pleasing. Local governments play a key role in ensuring that high-quality bicycle parking is available in sufficient quantities in their communities. Where there is not enough bicycle parking, or the racks are low quality and poorly located, people are less likely to cycle. Additionally, there may be bicycle theft, sidewalk clutter, and damage to street furniture and property.

Several detailed bicycle parking design guidelines exist, including Chapter H.2 of the B.C. Active Transportation Design Guide and the Association of Pedestrian and Bicycle Professionals' Bicycle Parking Guidelines (2<sup>nd</sup> Edition) and Essentials of Bike Parking. These guides cover bicycle parking principles, the pros and cons of various rack designs, different types of short- and long-term bicycle parking, and various other elements.

By contrast, although the design and layout of bicycle parking facilities may be defined in a bylaw, most bylaws contain only the minimum standards that will ensure a functional and accessible bicycle parking facility. Providing too much detail may be inflexible and cumbersome for developers. For example, some of the bicycle parking guidance in the Land Use Bylaw contain a level of detail and language that would be better suited in design guidelines rather than a bylaw.

The following elements are commonly provided in land use and parking bylaws.

### **Location**

Parking bylaws should outline the desired location of bicycle parking to ensure convenient access. For example, Sidney and Victoria specify that the bicycle parking must be located on same lot as the building, structure, or use they are intended to serve. The City of Victoria also states that short-term bicycle parking must be no more than 15 metres from the building entrance (with the exception that where 6 short-term spaces are required, any additional spaces may be located more than 15 metres from the entrance).

Vancouver requires that short-term bicycle parking be located "in a convenient, well-lit location that provides visual surveillance by occupants of the building the racks are intended to serve," and says that if the racks are not readily visible to visitors to a site, directional signage to the racks shall be provided.

Some bylaws also require short-term bicycle parking to weather protected. The City of North Vancouver requires that at least 50% of short-term spaces be sheltered from the elements where more than 6 short-term spaces are required. Several bylaws also specify that long-term bicycle parking be in a secure, weather-proof location or, in the case of bicycle lockers, that the locker is weatherproof.

North Vancouver also specifies that bicycle parking shall be located off-street unless on-street placement (e.g. bicycle corral) is approved by the City. Their bylaw also specifies that a bicycle parking stall shall not be located in a maneuvering aisle or pedestrian pathway.

Access to long-term bicycle parking is also an important consideration. Often, long-term parking facilities can be located in parkades or basements, which can present access challenges and both real and perceived safety concerns.

Victoria specifies that long-term bicycle parking be located within one floor of finished grade and, if accessed by a stairwell only, the stairwell must include a ramp for bicycles. North Vancouver requires that long-term spaces either be at the level of the grade or at the first level of vehicle parking above or beneath grade, and must be accessed directly on grade or by elevator from a primary entrance.

### **Stall Dimensions + Layout**

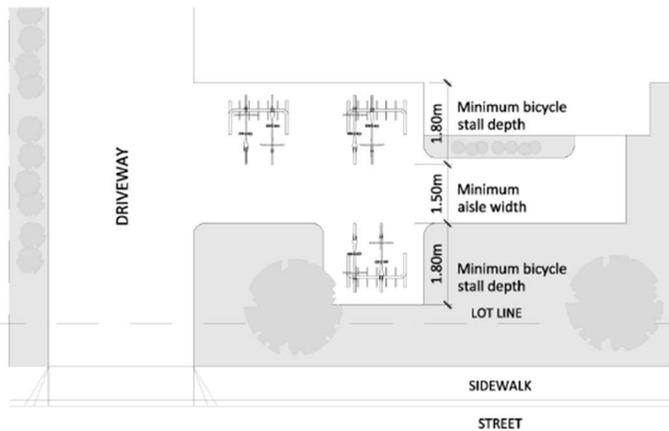
The minimum bicycle parking stall depth, aisle width, and distance between adjacent racks, doorways, and walls should also be defined so that the racks are able to meet their advertised capacity. These dimensions can change depending on the installation angle of a bicycle rack as well as the type (ground anchored or wall mounted). The aisle width is important to ensure that sufficient space is provided for maneuvering while holding a bicycle. The minimum door opening is also key, as this can be a limiting factor for larger bicycles.

The City of Victoria provides a detailed table explaining the minimum dimensions (see below) as well as sample short- and long-term bicycle parking layouts to aid in the comprehension of the bylaw requirements.

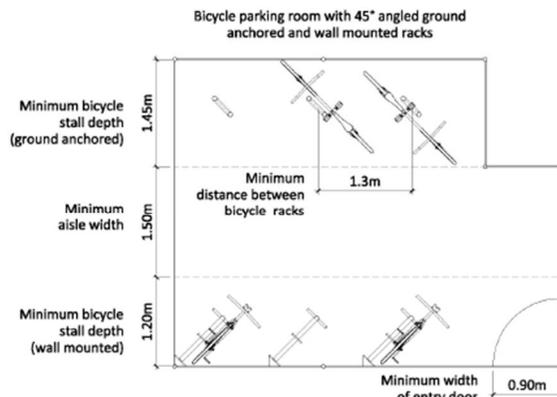
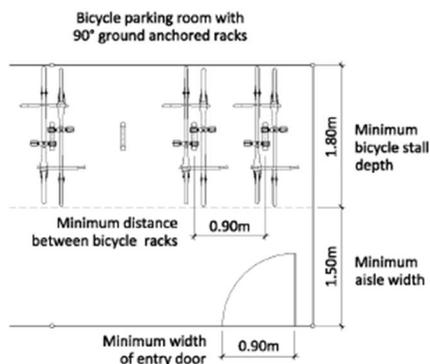
## Sample bicycle parking design / layout requirements, City of Victoria:

Angle of Rack (in an aerial perspective, measured from the plane of the nearest wall of a building)	Ground Anchored Rack		Wall Mounted Rack	
	>45 degrees	≤45 degrees	>45 degrees	≤45 degrees
Minimum stall depth	1.8	1.45	1.2	1.2
Minimum aisle width	1.5	1.5	1.5	1.5
Minimum distance between bicycle racks (for racks that accommodate two or more bicycles)	0.9	1.3	0.9	1.3
Minimum distance between bicycle racks (for racks that accommodate no more than one bicycle)	0.45	0.65	0.45	0.65
Minimum distance between bicycle racks and entrance door to bicycle storage facility	0.6	0.6	0.6	0.6

Example: Short-Term Bicycle Parking Configuration



Examples: Long-term Bicycle Parking Configurations



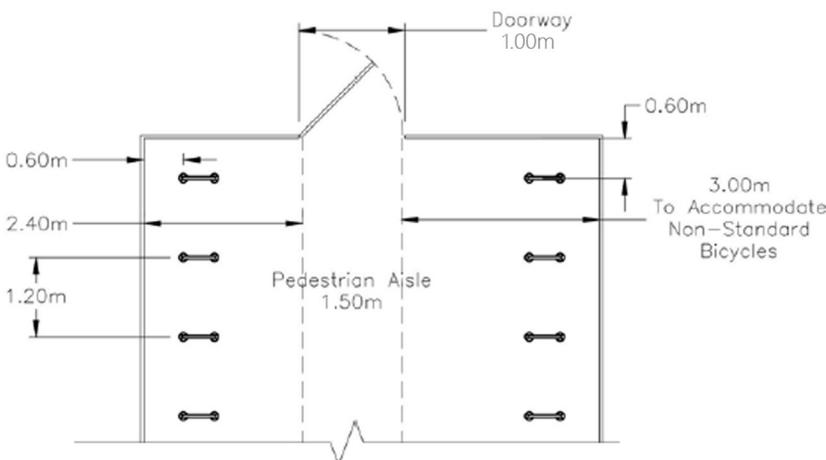
## Accommodating Non-Standard Bicycles

The B.C Active Transportation Design Guide (BCAT) also provides sample bicycle parking layouts, with slightly larger minimum dimensions than Victoria (see below). This is important for accommodating “non-standard” bicycles such as cargo bicycles, recumbent bicycles, adult tricycles, bicycle with trailers, and adaptive bicycles for people with mobility impairments. These bicycle types are becoming increasingly common, as they help to make cycling accessible to a larger number of people and trip purposes (e.g. grocery shopping, taking children to school, etc.).

Many non-standard bicycles are longer, wider, and heavier than a typical bicycle, making them challenging to park using conventional bicycle racks and extremely difficult (if not impossible) to park with vertical racks. BCAT recommends that for both short- and long-term bicycle parking facilities, 10% of all bicycle parking spaces should be able to accommodate larger, non-standard bicycles such as cargo bicycles and bicycles with trailers. BCAT also states that multi-family residential buildings and schools should have the highest proportion of non-standard sizes, followed by commercial and office buildings. A stall depth of at least 3.0 metres should be used for these spaces. These spaces may be marked with a sign or pavement markings identifying their purpose as a spot for non-standard bicycles, in order to encourage compliance.

Electric bicycles must also be accommodated in short- and long-term bicycle parking requirements. Due to their motors, e-bikes tend to be larger and heavier than standard bicycles, making it challenging to park them on vertical racks. Additionally, they require access to electrical outlets for charging. More details on e-bikes and access to charging is provided in Section 6.4.

## Sample long-term bicycle parking layout from the B.C. Active Transportation Design Guide:



## **Rack Type**

Off-street, long-term bicycle parking facilities often utilize high density bicycle racks such as vertical (wall-mounted) racks or two-tier racks in order to save space. However, these high-density bicycle racks are not universally accessible (as they can require lifting up the bicycle) and they may not fit non-standard bicycles.

As a result, BCAT recommends that a minimum of 50% of all bicycle parking spots in any off-street, long-term bicycle parking facility be basic, on-ground bicycle racks that serve all ages of abilities, with high density bicycle racks providing additional capacity as needed. The City of Victoria bylaw also states that at least 50% of long-term spaces by ground anchored. The City of North Vancouver bylaw states that vertical racks may count towards no more than 35% of required secure bicycle parking spaces.

## **Rack Design + Security**

Bylaws typically aim to ensure the security of bicycle parking by requiring that a rack is permanently anchored to the ground or a wall (e.g. City of Victoria). North Vancouver specifies that racks shall be surfaced with a hard, durable material such as asphalt, concrete or pavers. Vancouver requires that racks be constructed of sturdy, theft-resistant material and shall have secure, theft-resistant anchoring to the floor or ground. It also specifies that the rack shall enable the bicycle frame and front wheel to be locked with a U-style lock.

The City of Vancouver outlines detailed security regulations for long-term bicycle parking, including the type of fencing and the use of theft resistant materials. Both Vancouver and the City of North Vancouver state that bicycle compounds (off-street, secure parking rooms) shall be designed to accommodate a maximum of 40 bicycles per compound. Sidney looks to address safety concerns by stating that the whole interior of the bicycle room shall be visible from the entry door.

## 6.3 Cycling End-of-Trip Amenities

End-of-trip amenities include any amenity provided in a development that makes cycling easier, more convenient, and more comfortable, particularly for commuting. Basic end-of-trip amenities typically include:

- Change rooms
- Storage lockers
- Showers
- Sink / wash basin
- Bicycle repair equipment (tools, tire pump, workbench or stand)

Some bicycle parking facilities provide additional amenities such as bulletin boards, multi-modal trip information (e.g. maps and bus timetables), towel service, and even small lounges with seating to encourage social interaction.

Cycling end-of-trip facilities may be required in off-street parking regulations or encouraged and used as rationale for a reduced parking supply. Beyond bicycle parking, a requirement for cycling end-of-trip facilities is not commonly found in off-street parking regulations in other communities. Where it is found, it is typically provided as a ratio of the number of required long-term bicycle parking spaces. The following are examples:

- For example, in North Vancouver, one shower and wash basin are required if 3-10 long-term bicycle parking spaces are required, and the shower and wash basin requirements increase by one for each increase of 10 parking spaces. Toilets are not be required unless 30 or more long-term bicycle parking spaces are required.
- The City of North Vancouver bylaw also includes an equitable access to facilities clause, stating that facilities shall be equally divided by gender (or can be gender neutral if a smaller facility) and must include a minimum of one wash basin, grooming station, shower, and locker that is accessible to a user in a wheelchair of each gender.
- Vancouver has separate requirements for office/retail/service uses and for other uses. Both Vancouver and North Vancouver mandate grooming stations (with requirements for counter space and electrical outlets). North Vancouver includes requirements for the supply and size of personal clothing lockers.
- Esquimalt's bylaw uses end-of-trip facilities as a direct TDM measure, listing showers and change rooms (along with short- and long-term bicycle parking and proximity to regional transit) as criteria for being able to reduce motor vehicle parking requirements.

**Sample cycling end-of-trip facility requirements from the City of Vancouver:**

6.5.4 The number of water closets, wash basins and showers required by section 6.5.2 shall conform to Table 6.5A for Office and Retail and Service uses, and shall conform to Table 6.5B for all other uses.

Table 6.5A

Use	Minimum Number of Fixtures		
	Water Closets	Wash Basins	Showers
Office	1 water closet for every 10 Class A bicycle spaces up to 50 spaces and one for every 20 spaces above 50	1 wash basin for any development requiring between 5 and 10 Class A bicycle parking spaces, plus one for every additional 20 spaces up to 50 spaces and one for every 40 spaces above 50	1 shower for every 10 Class A bicycle spaces up to 50 spaces and one for every 20 spaces above 50
Retail and Service Uses	1 water closet for every 10 Class A bicycle spaces up to 50 spaces and one for every 20 spaces above 50	1 wash basin for any development requiring between 5 and 10 Class A bicycle parking spaces, plus one for every additional 20 spaces up to 50 spaces and one for every 40 spaces above 50	1 shower for any development requiring between 5 and 10 Class A bicycle spaces, plus one for every 40 spaces above 10

Required Number of Class A Bicycle Spaces	Minimum Number of Fixtures		
	Water Closets	Wash Basins	Showers
0-3	0	0	0
4-29	2	2	2
30-64	4	2	4
65-94	6	4	6
95-129	8	4	8
130-159	10	6	10
160-194	12	6	12
Over 194	12 plus 2 for each additional 30 bicycle spaces or part thereof	6 plus 2 for each additional 30 bicycle spaces or part thereof	12 plus 2 for each additional 30 bicycle spaces or part thereof

6.5.5 There shall be no less than 1 grooming station for each shower provided, and each station shall be:

- (a) separate from the wash basin;
- (b) equipped with a mirror and an electrical outlet; and
- (c) equipped with a counter top with a minimum width of 600 mm and a minimum depth of 250 mm.

## 6.4 Electric Bicycles

Electric bicycles (e-bikes) present an opportunity to significantly increase the rate of cycling among Colwood residents, particularly those who are unwilling or unable to cycle over long distances and/or steep topography. E-bikes are rapidly growing in popularity around the world, with over 150 million e-bikes sold worldwide over the past decade.

The Province is incentivizing e-bike purchases by offering rebates to increase affordability. On July 27, 2020, the Province announced that people who trade in a vehicle to scrap will have access to a rebate of \$1,050 toward the purchase of any type of new e-bike (an increase of \$200 from the 2019 rebate). Additionally, the Province is introducing a one-year pilot project that enables a rebate of up to \$1,700 for business owners toward the purchase of a cargo e-bike.

While off-street parking regulations cannot address barriers to e-bike use such as high purchase price and road safety concerns due to a lack of cycling infrastructure (the City can address this challenge through targeted investment in public infrastructure), other key barriers such as fear of theft due to a lack of secure storage and “range anxiety” resulting from limited charging opportunities can be addressed through the inclusion of specific e-bike requirements in the City’s off-street parking regulations.

The B.C. Active Transportation Design Guide (BCAT) recommends that 50% of long-term and 10% of short-term bicycle parking be designed to accommodate e-bikes by providing an electrical outlet. The CRD’s *Capital Region Local Government Electric Vehicle (EV) + Electric Bicycle (E-Bike) Infrastructure Planning Guide* also recommends electrifying 50% of all long-term spaces.

The review of off-street parking regulations from other communities found that only three of those reviewed – Nanaimo, North Vancouver, and Vancouver – have requirements specific to e-bike parking. None of the municipalities have short-term requirements. Vancouver’s long-term requirements that 50% of spaces be electrified match the recommendations from the CRD and BCAT. Nanaimo’s long-term recommendations are more ambiguous, stating that all parking areas shall have an outlet (but not specifying how many outlets per storage area).

Based on guidance from the CRD document referenced above, as well as understanding of best practices from elsewhere, the following is brought forward for consideration in the City’s off-street parking regulations to facilitate e-bike use:

- Electrified 110v outlets located no more than 2m from the e-bike parking area
- E-bike parking Identification sign(s)

Beyond specific e-bike regulations (above), the provision of secure, high-quality short- and long-term bicycle parking will help address concerns over e-bike theft.

## 6.5 Mobility Scooters

Colwood's current bylaw (2.2.08) states that *"Bicycle parking spaces or facilities required to be provided under this Bylaw may only be used for the purpose of bicycle parking or bicycle storage."* However, the bylaw does not currently define "bicycle." This may limit the storage area's use for other devices, such as mobility scooters, kick scooters, and skateboards.

These devices may not be desired in all locations but may have important context-specific applications (e.g. space for scooters at elementary schools or mobility scooters and senior centres). Specialty racks or parking areas can be designed and designated for these devices.

Saanich's bylaw makes specific mention of providing parking for mobility scooters, stating that *"For the purpose of this section, motor scooter parking spaces must be secured, have electrical services for recharging, and have a minimum width of 1 m and length of 1.5 m."* Both Saanich's and Vancouver's bylaws allow parking for mobility scooters to count towards long-term bicycle parking requirements for certain land uses, such as senior citizen housing.

View Royal note that *"Where parking spaces for mobility scooters are provided, they must be located adjacent to the entrance of the building or use and must not impede access to the entrance."* Their bylaw also specifies that mobility scooters should not impede or restrict pedestrian movements on the sidewalk.

North Vancouver notes that *"Bicycle Compounds and Rooms may be used to park wheeled mobility aids with the limitations that; (a) such use shall not impose on access aisle; (b) bicycle racks shall be provided unless it is demonstrated with reasonable accuracy the proportion of people requiring wheeled mobility aids expected to use the site."*

## **7.0 Demand Management + New Mobility**

Transportation is evolving rapidly, with new technology and socio-behavioural shifts leading to exponential growth in new mobility services such as carsharing, ride hailing, and micromobility (e.g. bikeshare and e-scooter sharing services). There have also been shifts in goods movement, with the rise of e-commerce and human-scaled freight vehicles (e.g. e-bikes and e-cargo bikes). Further, autonomous vehicle technology is improving rapidly. Further changes are expected over the next decade, including a shift away from the privately owned, fossil fuel powered vehicles towards a variety of shared, on-demand, multi-modal transportation services.

With the advent and growth of these shared mobility services, parking demand is expected to decrease over time. As a result, many cities have already begun adjusting parking policies, including introducing shared parking and reducing or eliminating parking minimums in developments that accommodate carshare, are transit friendly, or otherwise promote alternative transportation modes.

Transportation demand management (TDM) has been well covered in previous sections of this working paper where reference is made to bicycle parking supply requirements, improved bicycle facility design. Requirements for cycling trip-end facilities, and provisions specific to e-bikes and mobility scooters.

### **7.1 Carshare**

Car sharing has begun to play a larger role in the transportation system of many growing North American municipalities, including communities in the CRD. Car sharing can help encourage the use of alternative transportation modes and reduce private vehicle ownership, with North American research showing that each carshare vehicle typically replaces 9 to 11 private vehicles<sup>13</sup>. With fewer private vehicles on the road, car share has also been shown to reduce parking demand. Research conducted by Metro Vancouver<sup>14</sup> and the City of Kelowna<sup>15</sup> has demonstrated many local trends and impacts of carsharing.

Car share tends to be most successful in dense, walkable, mixed-use areas with proximity to frequent transit and restraints on parking. These areas provide a larger customer base and can be easily navigated by foot, bike, or transit, which can enable households to go without a

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<sup>13</sup> Martin, E., & Shaheen, S. (2016). The Impacts of Car2go on Vehicle Ownership, Modal Shift, Vehicle Miles Traveled, and Greenhouse Gas Emissions: An Analysis of Five North American Cities. Berkeley, California: Transportation Sustainability Research Center (TSRC).

<sup>14</sup> Metro Vancouver. (2014). The Metro Vancouver Car Share Study: Technical Report. Metro Vancouver.

<sup>15</sup> City of Kelowna. (2017). Car Sharing Policy Review. City of Kelowna.

private vehicle or reduce from two to one vehicle. However, there are also numerous examples of car share operators in smaller communities across BC, including the Sunshine Coast, the Kootenays, and municipalities in the Capital Region.

There are two distinct types of carshare services: one-way (or free floating) and two-way (or round trip). Modo Co-Operative (two-way) is the most prominent operator in Greater Victoria, with approximately 90 vehicles (as of August 2019) in Victoria, Saanich, Saanichton, Oak Bay, Esquimalt, Brentwood Bay, Sidney, and Swartz Bay (but none in the Westshore).

Each type of car sharing serves different trip types and markets and have different implications on off-street parking. Free floating car share vehicles have no fixed parking spaces as they can be picked up and dropped off in different places, although designated operator-specific parking spots can be provided on-street and in public parkades. Round trip car share vehicles have fixed locations, both on-street and off-street. This can include public parkades and parkades in multi-family and mixed-use developments. For example, certain Modo car share vehicles are in residential parkades that require keycode entry, with car share members (even those who do not live or work in the building) provided with the entry code and any other access instructions via the carshare app.

The location of the car share vehicle has proven very important to the long-term utilization and success of the service. A Metro Vancouver study found that visibility, physical ease of access, and convenience were critical factors in vehicle utilization and general awareness of car sharing. According to Modo, car share vehicles parked on-street in front of buildings were 40% more utilized than cars in underground parkades. Draft recommendations from the City of Kelowna include regulations that outline the desired location for car sharing vehicles in developments, with reserved on-street parking in front of a building the top priority, followed by on-site at grade in a visible location and visitor parking within the development.

Securing a car share vehicle and parking space for a development typically involves an agreement between the developer and car share operator where the developer pays for the vehicle as part of a 2-3 year agreement. Car share memberships can be tied to individual units in perpetuity. Involving the car share operator early in the development process helps to ensure the integration of car sharing in the development and its success as a TDM tool. Car sharing is more successful where developers provide marketing or financial incentives for using the service, such as providing annual car share memberships.

Several BC municipalities have integrated car sharing into their development permit process as a transportation demand management tool to support reduced parking requirements. Coquitlam and Richmond provide 5 and 10% reductions in off-street parking based on TDM actions, while New Westminster allows a reduction of up to 5 on-site parking stalls for each car share vehicle (up to 10% of total spaces). Vancouver uses a 1:5 substitution ratio in residential developments.

## 7.2 Ride-Hailing

Ride-hailing is an app-based service where users enter their origin and destination, as well as other optional trip specifications, and are matched with a driver within the ride-hailing fleet willing to complete the requested trip for the specified price. The prevalence of ride-hailing and ride-hailing service providers – also known as Transportation Network Companies (TNCs) – have grown significantly over the past decade in communities around the world, with Uber and Lyft being the most notable TNCs operating in North America.

The Province of B.C. recently released new legislation to make ride-hailing legal in B.C., with licensing applications to the Passenger Transportation Board accepted as of September 2019. The supply, operating areas, and fare charges associated are set at the provincial level. Municipalities issue business licenses and regulate through street and traffic bylaws, but cannot prohibit ride-hailing companies from operating in their community. The City has chosen not to regulate ride-hailing through business licenses; rather, as the impacts of ride-hailing are determined the City may update its street and traffic regulation bylaws to address any unanticipated impacts.

While ride-hailing is taking time to roll-out in B.C., the number of new TNCs and approvals are indicative of future growth. Over the past ten months, local start-up TNCs like Whistle! and Coastal Rides have begun serving Whistler, Squamish, Pemberton, Tofino, Ucluelet, Comox, Prince George, and the Sunshine Coast, while Uber and Lyft have begun operating in Metro Vancouver. Service area expansions are expected if TNCs receive local approval – Uber and Lyft each had applications in the CRD denied in January 2020. Kabu Ride Inc. was approved to operate in the CRD in February 2020 – the first TNC permitted in the CRD – but has yet to begin operating.

Like traditional taxi services, an effective ride-hailing service can enhance personal mobility by providing an additional transportation option, which may support individuals without access to a private vehicle. However, research has shown that ride hailing can increase congestion and vehicle kilometres driven while pulling trips away from sustainable transportation modes such as transit, walking, and cycling<sup>16</sup>. Ride-hailing may also lead to reduced parking demand: a study from the University of Colorado Denver found that people who use ride-hailing are willing to pay more to avoid driving, including the stress of finding parking<sup>17</sup>, potentially leading to reduced parking demand.

This has potential implications for setting off-street parking supply rates, especially with ride-hailing poised to enter the CRD market. However, ride-hailing impacts can differ depending

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<sup>16</sup> Henao, A., & Marshall, W. E. (2019). The impact of ride hailing on parking (and vice versa). *Journal of Transport and Land Use*, 12(1). doi:10.5198/jtlu.2019.1392

<sup>17</sup> Henao, A., & Marshall, W. E. (2019). The impact of ride hailing on parking (and vice versa). *Journal of Transport and Land Use*, 12(1). doi:10.5198/jtlu.2019.1392

on a community's geographic size and location, density (or lack thereof), car ownership rates and costs, ride-hailing access and costs, transit ridership, demographics, and other variables, so the specific impacts on Colwood are yet to be determined.

### 7.3 Curbside Management

Increased demand for the curbside is resulting in competition for space, and on-street parking is often impacted. This competition is expected to increase in the future. The demand for flexible curbside loading space is increasing due to ride-hailing, micromobility, and increasing e-commerce and deliveries. Additional competition for the curb comes from active transportation facilities (e.g. bike lanes, bike parking corrals), transit lanes and amenities, green infrastructure, public realm improvements (e.g. parklets and patios), and COVID-19 related road space reallocation (expanding sidewalks and waiting areas to enable physical distancing).

Curbside management policies will be needed to facilitate this increased demand. However, these policies would generally fall outside of an off-street parking bylaw. In many cases, on-street parking can be reallocated without negatively impacting drivers or businesses. However, in some cases, additional off-street parking may be required to offset the loss of on-street parking.

### 7.4 Autonomous Vehicles

Autonomous Vehicle (AV) technology is rapidly emerging: major auto manufacturers and tech companies such as Tesla, Waymo, and Uber are racing to fine-tune autonomous technology, with vehicles already being trialled to varying degrees on city streets. In fact, all new Tesla vehicles come standard with advanced hardware capable of providing Autopilot features, with full self-driving capabilities possible in the future via software updates designed to improve functionality over time. The Tesla website features a video of an autonomous vehicle trip on an open public roadway.

Industry analysts expect fully autonomous vehicles to be commercially available and legal in some jurisdictions by the late 2020s, with broader market adoption occurring over the next 30 years. The scale of technological change amounts to a revolution in urban transportation that could radically reshape the way we live and move. However, while autonomous vehicle technology may be right around the corner, the most significant impacts – including major changes to traffic patterns and parking demand – are not expected to be realized until the widespread adoption of AVs occurs, potentially in the 2050s or 2060s<sup>18</sup>.

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<sup>18</sup> Litman, T. (2020). Autonomous Vehicle Implementation Predictions: Implications for Transport Planning. Victoria, BC: Victoria Transport Policy Institute.

The acronym ACES – Autonomous, Connected, Electric, and Shared – has been used to describe one potential scenario for autonomous vehicles in which private vehicle ownership is replaced by a network of connected, shared, and on-demand autonomous vehicles. This scenario would result in a dramatic reduction in parking demand, particularly on-street parking<sup>19</sup>. Simulations have shown that if all private vehicle trips were replaced by shared vehicles, only 10% of the existing vehicle fleet would be required, with a corresponding reduction in the need for parking spaces<sup>20</sup>.

Off-street parking demand would also decrease, and NACTO recommends eliminating parking minimums and future-proofing off-street parking for reduced demand, including considering redevelopment strategies and building any new structures in a way that enables easy retrofit (e.g. constructing flat floorplates that could be converted into office space). In this ACES future, some off-street parking would be needed, including specialized facilities with electric charging stations and vehicle maintenance and cleaning services. This parking could likely be located off-site in strategic locations.

Even if a larger percentage of vehicles remain privately owned, parking demand is still projected to decrease. In a scenario where autonomous vehicles are widely adopted but privately owned, the system would be far less efficient. Drivers could travel one-way and send their vehicle home empty to avoid paying for parking, before summoning the vehicle when ready to be picked up. Alternatively, they could have the vehicle circle the city to avoid paying for parking.

Both of these scenarios could reduce overall parking demand, but they would increase traffic congestion, adding delays and uncertainty to passenger pick-up times. As a result, consumers would likely prefer to have parking within relatively close proximity to their destination in order to increase trip time reliability. As a result, there could be a shift to more off-site and shared parking, but not to the same extent as in the shared vehicle scenario. Again, parking demand would be reduced overall, but not eliminated entirely.

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<sup>19</sup> NACTO. (2019). *Blueprint for Autonomous Urbanism: Second Edition*. National Associate of City Transportation Officials.

<sup>20</sup> Knorr, A. (2018). *Designing For Future Mobility*. Vancouver: Perkins+Will.

## **Appendix A.**

### Local Parking Demand Data

Condominium

Address	Units	Parking Demand		Data Source	
		Total	Rate	Method	Date / Time
3230 Selleck Way, Colwood <sup>g</sup>	18	26	1.44	Ownership Data	Fall 2016
3220 Selleck Way, Colwood <sup>g</sup>	25	33	1.32		
627 Brookside Rd, Colwood <sup>g</sup>	23	21	0.91		
631 Brookside Rd, Colwood <sup>g</sup>	23	20	0.87		
635 Brookside Rd, Colwood <sup>g</sup>	23	31	1.35		
150 Nursery Hill Dr, View Royal <sup>g</sup>	16	13	0.81		
170 Nursery Hill Dr, View Royal <sup>g</sup>	19	21	1.11		
3210 Jacklin Rd, Langford <sup>g</sup>	32	48	1.50		
623 Treanor Ave, Langford <sup>g</sup>	89	123	1.38		
286 Wilfert Rd, Langford <sup>e</sup>	49	66	1.36	Ownership Data	2018 - assumed (no date given)
290 Wilfert Rd, Langford <sup>e</sup>	44	32	0.73		
3210 Jacklin Rd, Langford <sup>e</sup>	32	47	1.48		
3226 Jacklin Rd, Langford <sup>e</sup>	36	47	1.32		
3240 Jacklin Rd, Langford <sup>e</sup>	30	34	1.16		
1145 Sikorsky Rd, Langford <sup>e</sup>	69	86	1.24		
3234 Holgate Ln, Colwood <sup>e</sup>	30	37	1.23		
3230 Selleck Way, Colwood <sup>e</sup>	22	27	1.24		

Apartment (market rental)

Address	Units	Parking Demand		Observation	
		Total	Rate	Method	Date / Time
380 Belmont Ave, Colwood	18	9	0.50	Observation	Wed July 23 2020, @ 8:30pm
2677 Fergus Crt, Langford	34	46	1.35		
338 Goldstream Ave	40	39	0.98		
790 Hockley Ave, Langford	24	42	1.75		
691 Hoylake Ave, Langford	147	117	0.80		
2653 Sooke Rd, Langford	12	5	0.42		
2606 Peatt Rd, Langford <sup>k</sup>	31	32	1.03	Vehicle Ownership	May 2015
2677 Fergus Crt, Langford <sup>k</sup>	34	40	1.18		
790 Hockley Ave, Langford <sup>k</sup>	24	24	1.00		
314 Goldstream Ave, Colwood <sup>k</sup>	24	12	0.50		
691/697 Hoylake Ave, Langford <sup>b</sup>	147	119	0.81	Observation	Weekday April 2019 @ 10:00pm
2606 Peatt Rd, Langford <sup>b</sup>	31	36	1.16		
2775 Jacklin Rd, Langford <sup>b</sup>	9	12	1.33		
344 Goldstream Ave, Colwood <sup>b</sup>	29	22	0.76		
314 Goldstream Ave, Colwood <sup>b</sup>	24	15	0.63		
590 Goldstream Ave, Langford <sup>a</sup>	42	22	0.52	Observation	Tues Oct 08 2019 @10:00pm
2771 Jacklin Rd, Langford <sup>a</sup>	52	40	0.77		
2885 Jacklin Rd, Langford <sup>a</sup>	94	81	0.86		
691 Hoylake Ave, Langford <sup>a</sup>	147	137	0.93		
380 Belmont Ave, Colwood <sup>l</sup>	18	10	0.56	Vehicle Ownership	2014, assumed (no date given)
314 Goldstream Ave, Colwood <sup>l</sup>	24	16	0.70		
344 Goldstream Ave, Colwood <sup>l</sup>	30	19	0.63		
2653 Sooke Rd, Langford <sup>l</sup>	12	7	0.58		

Affordable Housing

Address	Units	Parking Demand		Observation	
		Total	Rate	Method	Date / Time
2006 Sooke Rd, Colwood	82	46	0.56	Observation	Wed July 23 2020, @ 8:30pm
939 Goldstream Ave, Langford <sup>d</sup>	21	21	1.00	Observation	Tues, Dec 11 2018 or Wed Dec 12 2018 @ 9:45pm
616 Goldstream Ave, Langford <sup>d</sup>	25	29	1.16		
2006 Sooke Rd, Colwood <sup>d</sup>	34	26	0.76		
2749 Jacklin Rd, Langford <sup>d</sup>	9	5	0.56		
2637 Deveille Rd, Langford <sup>d</sup>	14	9	0.64		
740 Meaford Ave, Langford <sup>d</sup>	11	11	1.00		
210 Island Hwy, View Royal <sup>d</sup>	17	19	1.12		
236 Island Hwy, View Royal <sup>d</sup>	16	15	0.94		

Visitor Parking

Address	Units	Parking Demand		Data Source	
		Total	Rate	Method	Date / Time
486 Royal Bay Dr, Colwood	59	4	0.07	Observation	Sat, July 9 2016 @ 10:00pm
		7	0.12		Tues, July 12 2016 @ 9:30pm
		6	0.10		Wed, July 20 @ 10:00pm
		4	0.07		Sat, July 23 @ 2:00pm
630 Brookside Pl, Colwood	30	3	0.10		Sat, July 9 2016 @ 10:00pm
		5	0.17		Tues, July 12 2016 @ 9:30pm
		1	0.03		Wed, July 20 @ 10:00pm
		3	0.10		Sat, July 23 @ 2:00pm
3650 Citadel Pl, Colwood	26	2	0.08		Sat, July 9 2016 @ 10:00pm
		2	0.08		Tues, July 12 2016 @ 9:30pm
		1	0.04		Wed, July 20 @ 10:00pm
		2	0.08		Sat, July 23 @ 2:00pm
3640 Propeller Pl, Colwood	28	2	0.07		Sat, July 9 2016 @ 10:00pm
		3	0.11		Tues, July 12 2016 @ 9:30pm
		3	0.11		Wed, July 20 @ 10:00pm
		3	0.11		Sat, July 23 @ 2:00pm

## Sources

a.	Royal Bay Comprehensive Parking Study	Urban Systems	Nov 08 2019
b.	360 Latoria Boulevard Parking Study	Watt Consulting Group	Aug 13 2019
c.	Nob Hill Development Parking Study	Watt Consulting Group	April 01 2019
d.	342 Wale Road Parking Study	Watt Consulting Group	Feb 22 2019
e.	2330 Sooke Road Development Parking Study	Watt Consulting Group	April 17 2018
f.	Parking Review, Colwood Corners	Watt Consulting Group	Jan 24 2017
g.	Pacific Landing Parking Study	Boulevard Transportation	Dec 14 2016
h.	Goldstream Avenue Multi-Use Development TIA	Adept Transportation Solutions	Aug 26 2016
i.	333 Wale Road Development Parking Study	Watt Consulting Group	Aug 04 2016
j.	467 Royal Bay Drive Development Parking Study	Watt Consulting Group	July 26 2016
k.	Hoylake Residential Parking Study	Boulevard Transportation	Aug 13 2015
l.	284 Belmont Avenue – Letter of Opinion for Parking Study	Bunt & Associates	Dec 18 2014
m.	Colwood City Centre DPA Parking Variance Report	Bunt & Associates	Sept 19 2011

**Appendix B.**

Comparative Review of Minimum Parking  
Supply Rates for Core Land Uses

## Single-Family Residential

Community	Land Use	Rate
Colwood	Residential, one-family dwelling	2 per dwelling unit, provided that a front yard driveway and two-family dwelling which provides access to a parking space that is not within the front yard may be considered as the provision of a second parking space that is in tandem
Campbell River	Single Family Residence, Two Family Residence, Three Family Residence	2 per dwelling unit
Central Saanich	Residential Single Family	2 per dwelling unit
Courtenay	Single dwelling unit or duplex	2 per dwelling unit
Esquimalt	Single Family	1 space per dwelling unit
Langford	One-family dwelling	2 per dwelling unit
North Cowichan	Multi-family, Single-family dwelling, Single-family dwelling with Secondary Suite	2 spaces per Single-family dwelling unit plus 1 space for each secondary suite plus 15% of the total number of units designated as visitor's parking spaces
	Single-Family Dwelling	2 spaces
Oak Bay	One-Family Residential Use	Two (2) parking spaces per dwelling unit, one of which shall be within a building
Saanich	Single Family Dwellings	2 spaces per dwelling unit
Sidney	Dwelling, Single-family	1 per dwelling unit
Sooke	Residential, Single Family / Duplex / Manufactured Home	2 per dwelling unit
View Royal	Single Detached Dwelling, Modular Home, Mobile Home	2 per dwelling unit

## Multi-Family Residential

Community	Land Use	Rate
Colwood	Residential, multi-family (attached housing, apartments)	1.5 per dwelling unit plus 1 for each 100 m <sup>2</sup> of building floor area exceeding 60 m <sup>2</sup> times the number of dwelling units
Campbell River	Apartment	1.3 per dwelling unit plus 1 visitor parking per 5 dwelling units.
	Apartment (Townhouse or Patio Home style complex)	2 per dwelling unit plus 1 visitor parking per 8 dwelling units.
Central Saanich	Residential Two Family	2 per dwelling unit
	Residential Attached	1.5 per dwelling units plus 0.25 per dwelling unit for visitors' parking
	Residential Apartment	1.5 per dwelling unit plus 0.25 per dwelling unit for visitors' parking
	Condominium Hotel	1.5 per dwelling unit plus 0.25 per dwelling unit for visitors' parking
Courtenay	Multi residential dwellings	1.5 per dwelling unit with 10% of the required spaces being provided and retained for visitor parking.
Esquimalt	Low, medium and High density Townhouse and low density Apartment	2 spaces per dwelling unit
	Medium and High density apartment	1.30 spaces per dwelling unit
	Two Family	1 space per dwelling unit
Langford	Apartment in City Centre and the Mixed Use Employment Centre designation	1.25 spaces per dwelling unit with two bedrooms or less, of which 0.25 shall be designated for visitor parking;
		2.25 spaces per dwelling unit with more than 2 bedrooms, of which 0.25 shall be designated for visitor parking;
	Apartment outside City Centre and the Mixed Use Employment Centre	less, of which 0.25 shall be designated for visitor parking;
		3.75 spaces per dwelling unit with more than 2 bedrooms, of which 0.25 shall be designated for visitor parking
Townhouse (subdivided pursuant to the Strata Property Act)	2 per dwelling unit	
Townhouse (subdivided pursuant to the Land Title Act)	3 per dwelling unit OR 2 per dwelling unit when a minimum of 1 on-street parking space per every 3	

		dwelling units is created within the frontage of the subject property
	Two-family dwelling	2 per dwelling unit
North Cowichan	Multi-Family, Apartment	1.5 spaces per dwelling unit plus 15% of the total number of units designated as visitor parking
	Multi-Family, Townhouse, Two-Family Dwelling	2 spaces per dwelling unit plus 15% of the total number of units designated as visitor parking
	Multi-family, Single-family dwelling, Single-family dwelling with Secondary Suite	2 spaces per Single-family dwelling unit plus 1 space for each secondary suite plus 15% of the total number of units designated as visitor's parking spaces
Oak Bay	Multiple Dwellings Use	Two (2) parking spaces per dwelling unit, plus additional guest parking spaces of one (1) space per four (4) dwelling units or part thereof.
Saanich	Apartments	1.5 spaces per dwelling unit
	Attached Housing	2 spaces per dwelling unit
	Two Family Dwellings	2 spaces per dwelling unit
Sidney	Dwelling, Apartment	1.0 per dwelling unit
	Dwelling, Townhouse	1 per dwelling unit
	Dwelling, Two-family	1 per dwelling unit
Sooke	Residential, Medium Density/ High Density Multifamily/Tent Lot Residential	1.5 per dwelling unit
View Royal	Duplex	2 per dwelling unit
	Rowhouse	1.5 per dwelling unit
	Townhouse	1.5 per dwelling unit
	Apartment	Studio or One Bedroom – 1 per dwelling unit Two Bedroom – 1.5 per dwelling unit Three Bedroom or more – 2 per dwelling unit

## Multi-Family Residential, Visitors

Community	Rate
Colwood	N/A
Campbell River	N/A
Central Saanich	0.20 / unit
Comox	0.10 / unit
Courtenay	10% of required spaces
Esquimalt	1 of every 4 required spaces
Ladysmith	0.20 / unit
Langford	0.25 / unit
Lantzville	0.25 / unit
Metchosin	0.15 / unit
North Cowichan	0.15 / unit
Oak Bay	0.25 / unit
Saanich	0.3 / unit
Sidney	N/A
Sooke	N/A
View Royal	N/A

## Office

Community	Land Use	Rate
Colwood	Offices, medical	5 per doctor or dentist
	Offices, multi-tenant	1 per 30 m <sup>2</sup> of gross floor area
	Offices, single-tenant	1 per 35 m <sup>2</sup> of gross floor area
Campbell River	Bank or Other Financial Institution, Office	1 per 40 m <sup>2</sup> of floor area
Central Saanich	Business Office	1 per 28 m <sup>2</sup> of gross floor area
	Medical/Dental Office	1 per 20 m <sup>2</sup> of gross floor area
	Sub-Trade Office	1 per 70 m <sup>2</sup> of gross floor area
Courtenay	Office (single or multiple tenant)	1 space per 37.5 m <sup>2</sup>
Esquimalt	Business and Professional Offices	1 space per 30 m <sup>2</sup> of gross floor area
Langford	Office	1 per 35.0 m <sup>2</sup> (376.7 ft <sup>2</sup> ) GFA
	Office (medical or dental)	1 per 25.0 m <sup>2</sup> (269.1 ft <sup>2</sup> ) GFA
North Cowichan	Office, Professional Office	1 space per 37 m <sup>2</sup> (398.26 ft <sup>2</sup> ) gross floor area
Oak Bay	Office Use	One (1) parking space for every 19 m <sup>2</sup> (204 ft <sup>2</sup> ) of occupied building area, minus a percentage equal to the number of spaces to be calculated, or 25%, whichever is less.
	Medical and Dental Offices	1 space per 14 m <sup>2</sup> (150 ft <sup>2</sup> ) of building area
Saanich	General Office	For buildings not exceeding 1000 m <sup>2</sup> (10764 ft <sup>2</sup> ) of gross floor area: 1 space per 25 m <sup>2</sup> (269 ft <sup>2</sup> ).  For buildings exceeding 1000 m <sup>2</sup> (10764 ft <sup>2</sup> ): 1 space per 25 m <sup>2</sup> (269 ft <sup>2</sup> ) for the first 1000 m <sup>2</sup> (10764 ft <sup>2</sup> ), and 1 space per 30 m <sup>2</sup> (323 ft <sup>2</sup> ) for any additional area.
Sidney	Office	1 per 40 m <sup>2</sup>
Sooke	Office	1 per 30 m <sup>2</sup> gross floor area
View Royal	Office	Single tenant - 1 per 30 m <sup>2</sup> of floor area  Multiple tenant - 1 per 25 m <sup>2</sup> of floor area
	Office – Medical Clinic	1 per 20 m <sup>2</sup> of floor area

## Retail

Community	Land Use	Rate
Colwood	Retail store, supermarkets, liquor and other retail personal uses, except neighbourhood grocery	0.75 per 10 m <sup>2</sup> of gross floor area
	Bank	1 per 20 m <sup>2</sup> of gross floor area
Campbell River	Retail or Wholesale Store	1 per 40 m <sup>2</sup> of floor area
Central Saanich	Bank	1 per 20 m <sup>2</sup> of retail floor area
	Retail Store	1 per 22 m <sup>2</sup> of gross floor area
Courtenay	Convenience stores, retail stores, storefront cannabis retailer	1 space per 35 m <sup>2</sup> of floor area
Esquimalt	Retail Sales of goods and services	1 space per 25 m <sup>2</sup> of gross floor area
	Financial Institutions	1 space per 25 m <sup>2</sup> of gross floor area
Langford	Retail store >2,000.0 m <sup>2</sup> (21,527.8 ft <sup>2</sup> ) GFA	1 per 30.0 m <sup>2</sup> (322.9 ft <sup>2</sup> ) GFA
	Retail store <2,000.0 m <sup>2</sup> (21,527.8 ft <sup>2</sup> ) GFA selling furniture, appliances, carpets or similar Uses	1 per 80.0 m <sup>2</sup> (861.1 ft <sup>2</sup> ) GFA
	Retail store >2,000.0 m <sup>2</sup> (21,527.8 ft <sup>2</sup> ) GFA selling furniture, appliances, carpets or similar Uses	1 per 100.0 m <sup>2</sup> (1,076.4 ft <sup>2</sup> ) GFA
North Cowichan	Retail Store, Personal Service Establishments	1 space per 19 m <sup>2</sup> (204.5 ft <sup>2</sup> ) gross floor area
	Financial Institutions	1 space per 20 m <sup>2</sup> (215.2 ft <sup>2</sup> ) gross floor area
Oak Bay	Commercial Use	One (1) parking space for every 19 m <sup>2</sup> (204 ft <sup>2</sup> ) of occupied building area, minus a percentage equal to the number of spaces to be calculated, or 25%, whichever is less.
Saanich	Retail sales of goods and services	1 space per 14 m <sup>2</sup> (150 ft <sup>2</sup> ) of gross floor area
Sidney	Retail, excluding Outdoor Retail	1 per 40 m <sup>2</sup>
	Financial Institutions	1 per 40 m <sup>2</sup>

Sooke	Retail / Service Stores	1 per 30 m <sup>2</sup> gross floor area
View Royal	Retail Store	1 per 20 m <sup>2</sup> of floor area
	Financial Institutions	1 per 20 m <sup>2</sup> of floor area

## Shopping Centre

Community	Land Use	Rate
Colwood	Shopping Centre, Community	5.5 per 100 m <sup>2</sup> of gross leasable area
	Shopping Centre, Major	1 per 100 m <sup>2</sup> of gross leasable area up to 46,500 m <sup>2</sup> gross leasable area; then for the area over 46,500 m <sup>2</sup> at the rate of 4.3 per 100 m <sup>2</sup>
	Shopping Centre, Neighbourhood	6.5 per 100 m <sup>2</sup> of gross leasable area
Campbell River	Shopping Centre	1 per 30 m <sup>2</sup> of floor area
Central Saanich	N/A	
Courtenay	Shopping centre	1 space per 22.5 m <sup>2</sup>
Esquimalt	Retail Sales of goods and services	1 space per 25 m <sup>2</sup> of gross floor area
Langford	Shopping centre	1 per 20.0 m <sup>2</sup> (215.3 ft <sup>2</sup> ) GFA
North Cowichan	Mixed Commercial Development	1 space per 20 m <sup>2</sup> (215.3 ft <sup>2</sup> ) of gross floor area
Oak Bay	Commercial Use	One (1) parking space for every 19 m <sup>2</sup> (204 ft <sup>2</sup> ) of occupied building area, minus a percentage equal to the number of spaces to be calculated, or 25%, whichever is less.
Saanich	Shopping centres less than 1,000 m <sup>2</sup> (10,764 ft <sup>2</sup> ) of gross leasable area	Shall be the sum of the various classes of uses calculated separately
	Shopping centres greater than 1,000 m <sup>2</sup> (10,764 ft <sup>2</sup> ) and less than 23,225 m <sup>2</sup> (250,000 ft <sup>2</sup> ) of gross leasable floor area	1 space per 19 m <sup>2</sup> (204 ft <sup>2</sup> ) of gross leasable floor area
	Shopping centres greater than 23,225 m <sup>2</sup> (250,000 ft <sup>2</sup> ) of gross leasable area	1 space per 17 m <sup>2</sup> (183 ft <sup>2</sup> ) of gross leasable floor area
Sidney	Retail, excluding Outdoor Retail	1 per 40 m <sup>2</sup>
Sooke	Retail / Service Stores	1 per 30 m <sup>2</sup> gross floor area
View Royal	Retail Store	1 per 20 m <sup>2</sup> of floor area

## Grocery Store

Community	Land Use	Rate
Colwood	Grocery, Neighbourhood	1 per 15 m <sup>2</sup> of gross floor area of retail portion of building or 4, whichever is greater
	Retail store, supermarkets, liquor and other retail personal uses, except neighbourhood grocery	0.75 per 10 m <sup>2</sup> of gross floor area
Campbell River	Retail or Wholesale Store	1 per 40 m <sup>2</sup> of FA
Central Saanich	Supermarket	1 per 14 m <sup>2</sup> of gross floor area
Courtenay	Grocery store	1 space per 35 m <sup>2</sup>
Esquimalt	Retail Sales of goods and services	1 space per 25 m <sup>2</sup> of gross floor area
Langford	Retail store >2,000.0 m <sup>2</sup> (21,527.8 ft <sup>2</sup> ) GFA	1 per 30.0 m <sup>2</sup> (322.9 ft <sup>2</sup> ) GFA
North Cowichan	Retail Store, Personal Service Establishments	1 space per 19 m <sup>2</sup> (204.5 ft <sup>2</sup> ) gross floor area
Oak Bay	Commercial Use	One (1) parking space for every 19 m <sup>2</sup> (204 ft <sup>2</sup> ) of occupied building area, minus a percentage equal to the number of spaces to be calculated, or 25%, whichever is less.
Saanich	Retail Food Stores greater than 275 m <sup>2</sup> (2,960 ft <sup>2</sup> ) of gross floor area	1 space per 14 m <sup>2</sup> (150 ft <sup>2</sup> ) of gross floor area
Sidney	Retail, excluding Outdoor Retail	1 per 40m <sup>2</sup>
Sooke	Retail / Service Stores	1 per 30 m <sup>2</sup> gross floor area
View Royal	Supermarket	1 per 25 m <sup>2</sup> of floor area

## Restaurant

Community	Land Use	Rate
Colwood	Restaurant, coffee shop	11 per 3 seats
	Restaurant, drive-in only	15
Campbell River	Entertainment Centre (excluding bowling centre or billiard centre), Coffee Shop, Restaurant (includes food primary), Licensed Facility (for liquor primary, with entertainment and including pubs)	1 per 4 seats of maximum seating or licensed capacity
Central Saanich	Premises Licenced under the Liquor Control and Licencing Act	Greater of 1 space per 3 seats or 1 space per 10 m <sup>2</sup> gross floor area
	Restaurant	Greater of 1 space per 3 seats or 1 space per 10 m <sup>2</sup> gross floor area
Courtenay	Restaurant	1 space per 6 seats
	Fast food restaurant	8 spaces plus 1 per 6 seats
Esquimalt	Restaurant	1 space per 5 seats with a minimum of 1 space per 14 m <sup>2</sup> of gross floor area
Langford	Restaurant and drive-through restaurant	1 per 4 seats
North Cowichan	Hotel, Motel, Restaurant, Tea Room, Club, Licensed Premises	1 space per sleeping unit and 1 space per 4 seats
Oak Bay	Restaurants	1 space per 14 m <sup>2</sup> (150 ft <sup>2</sup> ) of building area
Saanich	Restaurants, Drive-in and Fast Food Restaurants	1 space per 10 m <sup>2</sup> (107 ft <sup>2</sup> ) of gross floor area
Sidney	Restaurant, Class I or Class II	1 per 5 seats
Sooke	Coffee Shop, Restaurant, Fast Food Outlet, Drive-through Restaurant, Delicatessen	1 per 4 seats
View Royal	Restaurant - Self-Service	1 per 10 m <sup>2</sup> of floor area.
	Restaurant - Full-Service	1 per 10 m <sup>2</sup> of floor area.

## **Appendix C.**

# Comparative Review of Electric Bicycle + Electric Vehicle Regulations

## E-Bike Regulations

Community	Short Term Bike Parking	Long Term Bike Parking
Colwood	No requirements	No requirements
Central Saanich	No requirements	No requirements
<b>CRD (proposed)<sup>21</sup></b>	10% of all short-term bike parking spaces with access to an 110v outlet	One 110v outlet for every two bicycle parking spaces
Esquimalt	No requirements	No requirements
Langford	No requirements	No requirements
<b>Nanaimo</b>	No requirements	All long-term bicycle parking storage areas shall have an electrical outlet for electric bicycle charging.
<b>North Vancouver (City)</b>	No requirements	One electrical outlet for every 4 Bicycle Parking Spaces in a Bicycle Compound.
Oak Bay	No requirements	No requirements
<b>Saanich</b>	No requirements for bicycles; motor scooter parking spaces must be secured, have electrical services for recharging	
Sidney	No requirements	No requirements
Sooke	No requirements	No requirements
<b>Vancouver</b>	No requirements	1 outlet per 2 long term spaces
Victoria	No requirements	No requirements
View Royal	No requirements	No requirements

<sup>21</sup> Recommendation provided in the 2018 [Capital Region Local Government Electric Vehicle \(EV\) + Electric Bicycle \(E-Bike\) Infrastructure Planning Guide](#). As new development regulations requiring electric charging are considered, reference should be made to the CRD document to understand the key challenges associated with regulations.

## Electric Vehicle Charging Regulations<sup>22</sup>

Community	Single-Family Residential	Multi-Family Residential	Commercial / Other
Colwood (existing)	No requirements	No requirements	No requirements
Colwood (internal proposed)	One (1) stall in single-family homes with garages (wired for 120-volt charging)	30% of stalls in multi-unit residential buildings (wired for 240-volt charging)	10% of stalls in commercial buildings (wired for 240-volt charging)
Burnaby	100% of residential parking stalls provided with energized L2 outlet. Excludes secondary suites and visitor parking.		
Central Saanich	No requirements	No requirements	No requirements
Coquitlam	One energized L2 outlet per residential dwelling unit.		
CRD (proposed) <sup>23</sup>		All resident spaces (excluding visitor parking) should include energized outlet capable of providing Level 2 charging and labelled for EV charging (up to \$500/dwelling unit to provide a 40A 240V circuit and outlet).	10% of all commercial parking spaces should be provided with an energized outlet capable of providing Level 2 charging.
Esquimalt	No requirements	No requirements	No requirements
Langford	No requirements	No requirements	No requirements
Nanaimo	All required off-street parking spaces within a single residential dwelling or dedicated multiple-family dwelling parking space such as a garage for an individual unit shall include an electric outlet box wired with a separate branch circuit capable of supplying electricity to support a Level 1 charger.	Minimum of 10% of all required off-street parking stalls within any common parking areas for multiple-family residential require shared access to Level 2 charging (or higher). An additional 20% of required parking spaces for a multiple-family dwelling use shall be provided with an electrical outlet box wired with a separate branch circuit capable of supplying electricity to support the installation of a Level 2 charger.	5% of all required off-street parking spaces require access to Level 2 charging (or higher).
Nelson	The minimum number of required electric vehicle parking spaces is set as follows:		

<sup>22</sup> Adapted from City of Victoria policy review from June 4, 2020: <https://pub-victoria.escribemeetings.com/filestream.ashx?DocumentId=54670>

<sup>23</sup> Recommendation provided in the 2018 *Capital Region Local Government Electric Vehicle (EV) + Electric Bicycle (E-Bike) Infrastructure Planning Guide*. As new development regulations requiring electric charging are considered, reference should be made to the CRD document to understand the key challenges associated with regulations.

Community	Single-Family Residential	Multi-Residential	Commercial / Other
	<p>a. For new buildings, including mixed-use buildings, that contain at least 1 dwelling unit, at least 1 parking space per dwelling unit shall feature Level 2 Charging or higher to the parking space.</p> <p>b. For the first 10 required parking spaces, or a part thereof, for a commercial, industrial, mixed-use, public, or institutional use, a minimum of 2 parking spaces shall feature Level 2 Charging or higher to the parking space, plus 2 Level 2 Charging or higher spaces for any portion of each additional 10 parking spaces.</p> <p>c. A Service Station shall feature Alternative Fuel Infrastructure available for public use.</p> <p>Where one or more accessible parking spaces are required, at least 50% of the accessible parking spaces shall feature Level 2 Charging or higher to the parking space</p>		
New Westminster	100% of residential parking stalls provided with energized L2 outlet. Excludes visitor parking and new secondary suites in existing single detached homes.	10% of commercial and institutional stalls L2 energized in developments with 10 or more parking stalls	
North Cowichan	DPA-1 Mobility: 1.4.2 Alternative Travel Options Alternatives to private automobiles should be incorporated into development and redevelopment plans. Include on-site charging stations for electrical cars.		
North Vancouver (City)	100% of stalls provided with energized L2 outlet	100% of resident stalls and 20% of residential visitor stalls provided with energized L2 outlet.	20% of commercial stalls provided with energized L2 outlet.
Oak Bay	No requirements	No requirements	No requirements
Port Coquitlam	One stall per residential unit roughed-in (all electrical infrastructure other than wire), Level 2.		
Port Moody	100% of residential parking stalls provided with energized L2 outlet, excluding visitor parking, secondary suites and new spaces to serve existing units.		20% of commercial stalls capable of providing L2 charging.
Richmond	100% of residential parking stalls provided with energized L2 outlet, excluding visitor parking		
Saanich (as of Sept 1, 2020 <sup>24</sup> )	Min 1 energized space (L2M25) per garage/carport	100% of spaces must be energized (L2M)	10% of commercial stalls L2 energized in developments with 10 or more parking stalls. Detailed requirements for range of institutional, commercial, cultural, recreational, industrial uses; see Zoning Bylaw, 2003, Amendment Bylaw, 2020, No. 9627

<sup>24</sup> [https://saanich.ca.granicus.com/MetaViewer.php?view\\_id=&clip\\_id=432&meta\\_id=26584](https://saanich.ca.granicus.com/MetaViewer.php?view_id=&clip_id=432&meta_id=26584)

<sup>25</sup> Level 2 with energy management enabled. Electric Vehicle Energy Management System or EVEMS – means a system to control EVSE electrical loads, comprised of monitor(s), communications equipment, controller(s), timer(s) and other applicable devices.

Community	Single-Family Residential	Multi-Family Residential	Commercial / Other
Sidney	In all Multi-Family, Commercial and Industrial buildings, all parking spaces shall be serviced by electrical conduit that can support the installation of an electric vehicle charging station.		
Sooke	No requirements	No requirements	No requirements
Squamish		100% of residential parking stalls provided with L2 energized outlet	5% of commercial stalls L2 energized in developments.
Township of Langley	<p>Most residential land uses have a defined EV charging requirement. Parking spaces with EV charging requirements shall feature an energized outlet capable of providing Level 2 Charging or higher, installed adjacent to the parking space at the rates below:</p> <p>Single-family, two-family and mobile homes: 1 space per dwelling unit  Townhouses: 1 space per dwelling unit  Apartments: 1 space per dwelling unit  Dwelling units as part of a commercial or industrial building: 1 space per dwelling unit  Seniors' housing: 1 space per 4 dwelling units plus 1 space per 3 employees  Community care facilities, excluding seniors' housing: 1 space per 4 occupants or residents</p>		
Vancouver	Each storage garage or carport shall be provided with an energized outlet capable of providing Level 2 charging (or higher)	All parking spaces provided for residential use (excluding visitor parking) shall be provided with an energized outlet capable of providing Level 2 charging (or higher)	If >10 total spaces, minimum 1/10 spaces + one for each additional space must provide outlet capable of providing Level 2 charging (or higher). If <10 spaces, one Level 2 charger-ready outlet.
Victoria (proposed, June 2020, would be effective Oct 1, 2020 <sup>26</sup> )	1 energized EV outlet per required vehicle parking space	1 energized EV outlet per required vehicle parking space	# Vehicle parking spaces: If <10: no EV requirements If 10-14: 1 energized EV outlet If >15: 2 energized electric vehicle outlets or 5% of the total number of required vehicle parking spaces, whichever is greater
View Royal	For every commercial or multiple unit residential development that requires more than 100 parking spaces, an electric vehicle charging station is required on the lot, in a location which is accessible to the patrons or residents.		

<sup>26</sup> <https://pub-victoria.escribemeetings.com/filestream.ashx?DocumentId=54665>

**Appendix D.**

Comparative Review of  
Bicycle Parking Requirements

Note: Class 1/A = Long Term; Class 1/B = Short Term

## Residential

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Colwood	Single Family/Two Family	None	None
	Apartment/Townhouse	6 space rack at each entrance of an apartment	1 per unit
	Senior Citizen	1 per 15 dwelling units Class 1 - 70% Class 2 - 30%	
Central Saanich	All Comprehensive Development and Residential Attached and Residential Apartment uses	1 space per 10 required vehicular parking spaces	1.5 bicycles parking spaces per Dwelling Unit
Esquimalt	No requirements	No requirements	No requirements
Langford	Apartment	1 per dwelling unit	
	Assisted Living	1 per 15 dwelling units	
	Townhouse	1 per dwelling unit	
North Cowichan	Multi-family (parking lot)	1 space per 2.5 dwelling units	1 space per 4 dwelling units
	Congregate Housing, Assisted Living	1 space per 10 residential units	1 space per 10 residential units
North Vancouver (City)	Townhouse, Apartment, Rental Apartment, or Accessory Apartment Residential Use, not including Lock-Off Units	0-19 units: no requirement 20-59 units: 6 spaces 60 or more units: 6 spaces per every 60 units or part thereof	1.5 spaces per unit
Oak Bay	No requirements	No requirements	No requirements
Saanich	Apartment/Townhouse	6-space rack at each entrance of an apartment	1 per unit
	senior citizen housing	One per 15 dwelling units Class I - 70% Class II - 30%	
Sidney	Apartment	6 per building	1 per unit
	Congregate Care Housing, Intermediate Care Facilities	6 per building	4
Sooke	Residential multi-family	1 space per residential unit (80% Class I, 20% Class II)	
Vancouver	Multi-family	A minimum of 2 spaces for any development containing at least 20	A minimum of 1.5 spaces for every dwelling unit under 65 m2.

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
		dwelling units, and one additional space for every additional 20 dwelling units.	A minimum of 2.5 spaces for every dwelling unit over 65 m <sup>2</sup> and under 105 m <sup>2</sup> . A minimum of 3 spaces for every dwelling unit over 105 m <sup>2</sup> .
	Senior citizen housing (not seniors supportive or assisted housing)	A minimum of 2 spaces for any development containing at least 20 dwelling units, and one additional space for every additional 20 dwelling units.	A minimum of 0.75 spaces for every dwelling unit, except that where designated spaces are provided for the purpose of parking mobility scooters, these designated spaces may form part of the required minimum.
View Royal	Apartment, Rowhouse, Townhouse	6-space rack at each entrance of an apartment	1 per unit

## Commercial / Office

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Colwood	Hotel/Motel/Temporary Lodging (includes Bed and Breakfast)	<ul style="list-style-type: none"> <li>Minimum of 2 spaces</li> <li>1 per 15 rooms</li> <li>hotel/motels &gt; 75 rooms, an additional a 6-space visitor rack shall be provided</li> </ul> Class 1 - 60% Class 2 - 40%	
	Office (all), Retail Sales of Goods & Services, Restaurants, Research Establishments, Laboratories	1 per 250m2 Gross Floor Area (GFA) for first 5000m2 and 1 per 500 m2 GFA for any additional area Class 1 - 50% Class 2 – 50%	
	Shopping Centre	1 per 250 m2 of gross leasable floor area for the first 5000 m2 and 1 per 500 m2 of gross leasable floor area for any additional area Class 1 - 30% Class 2 – 70%	
Central Saanich	All Commercial and Comprehensive Development	1 space per 10 required vehicular parking spaces	No requirements
Esquimalt	No requirements	No requirements	No requirements
Langford	Hotel	1 per 15 rental rooms	
	Office	1 per 250.0 m <sup>2</sup> (2,691.0 ft <sup>2</sup> ) GFA for the first 5,000 m <sup>2</sup> (53,819.6 ft <sup>2</sup> ) and 1 per 500.0 m <sup>2</sup> (5,382.0 ft <sup>2</sup> ) GFA for any additional area.	
	Shopping centre and retail store >2,000.0 m <sup>2</sup> (21,527.8 ft <sup>2</sup> ) GFA	1 per 250.0 m <sup>2</sup> (2,691.0 ft <sup>2</sup> ) GFA for the first 5,000 m <sup>2</sup> (53,819.6 ft <sup>2</sup> ) and 1 per 500.0 m <sup>2</sup> (5,382.0 ft <sup>2</sup> ) GFA for any additional area.	
North Cowichan	Mixed Use Building	Per individual use	Per individual use
	Live-Work	1 space per 3 live-work units	1 space per each live-work unit
	Offices	1 space per 100 m <sup>2</sup> (1,076.39 sq. ft.)	1 space per 200 m <sup>2</sup> (2,152.78 sq. ft.) (minimum 1 space)
	Retail, Personal Service, Office, Professional Office, Museum, Laundromat, Artisan Studio, Gallery	1 space per 100 m <sup>2</sup> (1,076.39 sq. ft.)	1 space per 400 m <sup>2</sup> (4,305.56 sq. ft.) (minimum 1 space)
	Restaurants	1 space per 100 m <sup>2</sup> (1,076.39 sq. ft.)	1 space per 250 m <sup>2</sup> (2,690.98 sq. ft.) (minimum 1 space)
North Vancouver (City)	A building in the C1-A, C1-B, C-2, C-2A, C-3, CS-1, CS-2, CS-3, LL-1, LL-2, LL-3, LL-4, LL-5	6 spaces per 1,000 m <sup>2</sup> Gross Floor Area	Floor Area
Oak Bay	No requirements	No requirements	No requirements
Saanich	Hotel/Motel	One per 15 rooms • In addition, when hotel/motel is larger than 75 rooms, a six space visitor rack shall be provided Class I - 60% Class II - 40%	

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
	Office (all) retail sales of goods and services, restaurants research establishments, laboratories	One per 250 m2 GFA for the first 5000 m2 and one per 500 m2 GFA for any additional area Class I - 50% Class II - 50%	
	Shopping Centre	One per 250 m2 of gross leasable area for the first 5000 m2 and one per 500 m2 of gross leasable for any additional area Class I - 30% Class II - 70%	
Sidney	Hotels, motels	6 per building	1 per 500m <sup>2</sup> of GFA, with a minimum of 2
	All other uses	6 per building	2 plus 1 per each 125m <sup>2</sup> of GFA
Sooke	Hotel/Motel	1 space for every 15 rooms (60% Class I, 40% Class II)	
	Commercial, retail	1 space per 200 m2 Gross Floor Area (25% Class I, 75% Class II)	
	Commercial, office	1 space per 400 m2 Gross Floor Area (75% Class I, 25% Class II)	
	Parking Structure/Lot	1 space per 200 m2 Gross Floor Area (25% Class I, 75% Class II)	
Vancouver	Office	A minimum of 6 spaces for any development containing a minimum of 2,000 square metres of gross floor area.	A minimum of one space for each 170 square metres of gross floor area.
	Retail and Service Uses	A minimum of 6 spaces for any development containing a minimum of 1,000 square metres of gross floor area.	A minimum of one space for each 340 square metres of gross floor area.
	Hotel	A minimum of 6 spaces for any development containing a minimum of 75 dwelling, housekeeping or sleeping units, or any combination thereof.	A minimum of 1 space for every 30 dwelling, housekeeping or sleeping units, or any combination thereof.
View Royal	Hotel or Motel	1 per 15 rooms plus, where hotel or motel is larger than 75 rooms, a 6-space rack must be provided at each entrance Class 1 – 60% Class 2 – 40%	
	Office, Retail Store, Restaurant and Laboratory	1 per 250m2 of floor area for the first 5000m2 , plus one per 500m2 of additional floor area Class 1 - 50% Class 2 – 50%	
	Shopping Centre	1 per 250m2 of floor area for the first 5000m2 , plus one per 500m2 of additional floor area Class 1 – 30% Class 2 – 70%	

## Industrial

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Colwood	All	• 1 per 950 m2 GFA Class 1 - 80% Class 2 - 20%	
Central Saanich	All Industrial	1 space per 10 required vehicular parking spaces	No requirements
Esquimalt	No requirements	No requirements	No requirements
Langford	Industrial	1 per 950.0 m2 (10,225.7 ft2 ) GFA	
North Cowichan	No requirements	No requirements	No requirements
North Vancouver (City)	Industrial Area Commercial Use, Surveying Office, Light Industrial Use	6 spaces per 1,000 m2 Gross Floor Area	1 space per 250 m2 of Gross Floor Area
	Other Industrial Use	6 spaces for any development containing a minimum of 1,000 m2 Gross Floor Area	1 space per 2,500 m2 of Gross Floor Area
Oak Bay	No requirements	No requirements	No requirements
Saanich	All	One per 950 m2 GFA Class I - 80% Class II - 20%	
Sidney	All	6 per building	1 per 500m <sup>2</sup> of GFA, with a minimum of 2
Sooke	No requirements	No requirements	No requirements
Vancouver	Manufacturing Uses; Transportation and Storage uses; Utility and Communication Uses; Wholesale Uses.	No requirement.	A minimum of 1 space for each 1,000 square metres of gross floor area in the building or 1 space for every 17 employees on a maximum work shift, whichever is the greater.
View Royal	All	1 per 950m2 of floor area Class 1 - 80% Class 2 - 20%	

## Institutional / Civic

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Colwood	Hospital	1 per 500 m2 GFA plus 6 space rack at each entrance Class 1 - 75% Class 2 – 25%	
	Public Transit Exchange	• Minimum 6 Class 1 - 60% Class 2 – 40%	
	Place of worship	• 1 per 50 fixed seats Class 2 - 100%	
	Civic/library/museum/art gallery	• 1 per 100 m2 GFA Class 1 - 20% Class 2 – 80%	
	Personal care home	• 1 per 15 dwelling units Class 1 - 75% Class 2 – 25%	
	Community/Day Care	• 1 per 80 m2 of GFA Class 1 - 20% Class 2 – 80%	
	Correctional Institution	• 1 per 50 beds Class 1 - 70% Class 2 – 30%	
	Schools (all levels)	• 1 per 10 employees Class 1 -100% (employees only)	
	Elementary School	• 1 per 10 students Class 1 - 50% Class 2 – 50%	
	Middle School	• 1 per 8 students Class 1 - 50% Class 2 – 50%	
	Senior Secondary School	• 1 per 8 students Class 1 - 50% Class 2 – 50%	
	Post Secondary (includes trade schools)	• 1 per 5 students (full time equivalent, max. attendance) Class 1 - 50% Class 2 – 50%	
	Post-Secondary/institutional residence	• 1 per 4 residents Class 1 100%	
	Stadium, Arena, Pool, Exhibition Hall, Entertainment/ theatre, similar places with spectator facilities	• Min. 6-space rack • 1 per 40 spectator seats Class 1 - 20% Class 2 – 80%	
		• 1 per 5 employees Class 1 - 100% (employees only)	
Gymnasium, Health Spa	1 per 80 m2 of activity surface area (e.g. gym, pool, fitness room) Class 1 - 20% Class 2 - 80%		
Bowling Alley, Curling Rinks	1 per 2 alleys or sheets Class 1 - 20% Class 2 - 80%		
Central Saanich	No requirements	No requirements	No requirements
Esquimalt	No requirements	No requirements	No requirements
Langford	Community care facility	1 per 15 dwelling units	
	Cultural facility of library	1 per 100.0 m2 (1,076.4 ft2 ) GFA	

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
	Hospital	1 per 500.0 m2 (5,382.0 ft2) GFA plus 6 in a rack at each entrance	
	Place of Worship	1 per 50 occupants, based on maximum permitted occupancy	
	School (Elementary)	1 per 10 employees plus 1 per 10 students	
	School (Junior Secondary/Middle)	1 per 10 employees plus 1 per 8 students	
	School (Senior Secondary)	1 per 10 employees plus 1 per 8 students	
	Training and education facility	1 per 10 employees plus 1 per 5 students	
	University	1 per 10 employees plus 1 per 5 students (full-time, max attendance)	
North Cowichan	Community Care Facility	1 space per 20 beds	1 space per 10 beds
	Hotel small scale	1 space per 10 sleeping rooms	1 space per 5 sleeping rooms
North Vancouver (City)	Civic Uses	6 spaces per 1,000 m2 Gross Floor Area	1 space per 250 m2 Gross Floor Area
	Assembly Uses	6 spaces per 500 m2 Gross Floor Area	1 space per 250 m2 Gross Floor Area
Oak Bay	No requirements	No requirements	No requirements
Saanich	Hospitals	One per 500 m2 GFA plus six space rack at each entrance Class I - 75% Class II - 25%	
	Schools	All levels: One per 10 employees Class I employees Class II students	
	Elementary School	One per 10 students Class I employees Class II students	
	Middle School	One per eight students Class I employees Class II students	
	Senior Secondary School	One per eight students Class I employees Class II students	
	College	One per five students Class I employees Class II students	
	University	One per five students (full-time, max attendance) Class I employees Class II students	
	Churches	• One per 50 fixed seats Class II - 100%	
	Library/Museum/Art Gallery	One per 100 m2 GFA Class I - 20% Class II - 80%	
	Personal Care	One per 15 dwelling units Class I - 75% Class II - 25%	
	Correctional Institution	• One per 50 beds Class I - 70% Class II - 30%	

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Sidney	Schools, Libraries, Museums, Hospitals, Fire Stations, Police Stations, Ambulance Stations, Public Works Yards	6 per building	1 per 250m <sup>2</sup> of GFA, with a minimum of 2
	Places of Worship	6 per building	6
Sooke	Recreational/Cultural/Educational	1 space per 200 m2 Gross Floor Area (25% Class I, 75% Class II)	
Vancouver	Community Care Facility	No requirement.	every 100 beds.
	Hospital or other similar use	A minimum of 6 spaces at each public entrance.	A minimum of 1 space for every 17 employees on a maximum work shift.
	School - Elementary or Secondary; School - University or College.	A minimum of 0.6 space for every 10 students on a maximum attendance period except that elementary schools shall provide a minimum of 1 space for every 20 students.	A minimum of 1 space for every 17 employees and for secondary schools, universities or colleges, 0.4 space for every 10 students on a maximum attendance period.
	Church, chapel, place of worship, or similar place of assembly.	A minimum of 6 spaces.	No requirement.
View Royal	Hospitals	1 per 500m <sup>2</sup> of floor area, plus a 6-space rack at each entrance Class 1 – 75% Class 2 – 25%	
	Schools – Elementary and Middle	1 per 10 employees, plus 1 per 10 students Class 1 – employees Class 2 – students	
	School - Secondary School	1 per 10 employees, plus 1 per 8 students Class 1 – employees Class 2 – students	
	College, University	1 per 10 employees, plus 1 per 5 students Class 1 – employees Class 2 – students	
	Place of Worship	1 per 50 fixed seats Class 2 – 100%	
	Library, Cultural Facility	1 per 100m <sup>2</sup> of floor area Class 1 – 20% Class 2 – 80%	
	Congregate Care Facility	1 per 10 employees Class 1 - 75% Class 2 – 25%	
	Gym	1 per 80m <sup>2</sup> of surface area Class 1 – 20%	

## Cultural / Recreational

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
Colwood	Stadium, Arena, Pool, Entertainment/ theatre, similar places with spectator facilities	<ul style="list-style-type: none"> <li>Min. 6-space rack</li> <li>1 per 40 spectator seats</li> <li>Class 1 - 20% Class 2 - 80%</li> </ul> <ul style="list-style-type: none"> <li>1 per 5 employees</li> <li>Class 1 - 100% (employees only)</li> </ul>	
	Gymnasium, Health Spa	1 per 80 m2 of activity surface area (e.g. gym, pool, fitness room) Class 1 - 20% Class 2 - 80%	
	Bowling Alley, Curling Rinks	1 per 2 alleys or sheets Class 1 - 20% Class 2 - 80%	
Central Saanich	No requirements	No requirements	No requirements
Esquimalt	No requirements	No requirements	No requirements
Langford	N/A	N/A	N/A
North Cowichan	Recreational Facility Small Scale	1 space per 25m2 (269.09 sq. ft.)	1 space per 250 m2 (2,690.98 sq. ft.) (minimum 1 space)
North Vancouver (City)	N/A	N/A	N/A
Oak Bay	No requirements	No requirements	No requirements
Saanich	Community Care	One per 80 m2 of GFA Class I - 20% Class II - 80%	
	Stadium, Arena, Pool, Exhibition Hall, similar places with spectator facilities	One per 100 m2 of surface area Class I - 20% Class II - 80%	
	Gymnasium, Health Spa	One per 80 m2 of surface area Class I - 20% Class II - 80%	
	Bowling Alley, Curling Rinks	One per 2 alleys or sheets Class I - 20% Class II - 80%	
Sidney	N/A	N/A	N/A
Sooke	Recreational/Cultural/Educational	1 space per 200 m2 Gross Floor Area (25% Class I, 75% Class II)	
Vancouver	Community centre, hall, club, bingo hall, activity centre or similar place of assembly; Casino - Class I; Library, gallery, museum or aquarium.	A minimum of 6 spaces for any portion of each 1,500 square metres of floor area used for assembly purposes.	A minimum of 1 space for each 500 square metres of floor area used for assembly purposes.
	Theatre, auditorium, stadium, arena, or similar place with spectator facilities.	A minimum of 6 spaces for any portion of each 300-person seating capacity.	No requirement
	Fitness centre.	A minimum of 6 spaces for any portion of each 500 square metres of gross floor area.	A minimum of 1 space for each 250 square metres of gross floor area.

Community	Land Use	Short Term Bike Parking	Long Term Bike Parking
	Billiard hall; Arcade; Bowling Alley; Curling Rink.	A minimum of 6 spaces for any portion of each 40 tables, games, alleys or ice sheets.	No requirement.
View Royal	N/A	N/A	N/A



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Colwood Parking Bylaw Update

WORKING PAPER NO.2

# “What We Heard” Engagement Summary

November 02 2020



Submitted to

**City of Colwood**  
3300 Wishart Road

**November 02 2020**

Prepared by

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File no. 003181.0010.01

## Summary

The City of Colwood has identified the need to update its off-street parking regulations to better align with established City policies and ensure appropriate parking provisions in future development. This is particularly important given the on-going rate of growth in Colwood and to ensure that each new development reflects the community's vision.

This document (Working Paper no.2) is the second of three working papers being developed as part of the process of reviewing the off-street parking regulations. It provides an overview of the public and stakeholder engagement activities undertaken as part of this project and the feedback received on new off-street parking regulations and parking variance policy. The input gathered through these engagement efforts will inform the City's updated parking regulations.

The engagement approach was designed to provide opportunities to reach a broad range of Colwood residents and stakeholders. Engagement activities were promoted on the City's homepage and the "Let's Talk" project page, along with promotion on the City's Facebook and Twitter pages. Paper posters promoting the online survey were also placed throughout the City in high traffic areas.

The following is a summary of the level of participation in each engagement activity:

- Community Survey - **87 responses**
- Stakeholder Interviews - **6 interviews**
- Social Media – **39 comments**

Several consistent themes emerged through the various engagement activities that reflect a range of perspectives that represent the diversity of experiences with off-street parking in Colwood. As the update progresses, the key themes brought forward through the community survey, stakeholder interviews, and social media dialogue will inform the development of updated off-street parking regulations and policies in Colwood.

A summary of key themes that emerged from the community and stakeholder feedback is below, with a full summary provided within the main body of this report. It should be noted that not all community feedback was necessarily aligned and the views of some community members and stakeholders may conflict with the views of others.

- Numerous mentions of the need for parking supply rates and design standards to enhance accessibility and comfortably allow for a variety of vehicles to park.
- It was suggested that as the community continues to grow that minimum parking supply rates should be maintained (or even increased) to ensure current and future parking demand is met, whereas certain respondents suggested that parking supply could be decreased to facilitate greater reliance on sustainable transportation options.

- It was noted that pressure exists on current on-street parking supply due to issues with off-street residential parking overflow, and that parking supply rates and design for secondary suites are challenging for both developers and residents.
- Visitor parking was suggested to be often unavailable in multi-family residential development as a result of high demand and use by service vehicles.
- It was noted that regulations should facilitate electric vehicle charging by establishing requirements for charging infrastructure in new development, including consideration of electrical capacity and conduit connections.
- Support was noted for transportation demand management (TDM) programs to reduce parking needs where possible, which could include carsharing, end-of-trip bicycle facilities, transit subsidies, or electric vehicle charging.
- Increasing opportunities for multi-modal transportation infrastructure was supported, including pedestrian, cycling, and transit infrastructure, as an opportunity to reduce the need for vehicle trips and off-street parking.
- Suggestions that short- and long-term bicycle parking should prioritize secure and convenient facilities that are adaptable to a diversity of residential and commercial land uses and the emergence of new technology, including e-bicycles.

Certain key themes highlighted in this document support regulations currently found in the City's Land Use Bylaw, while others highlight a need for new or expanded regulations in the new Off-Street Parking Regulations Bylaw. The next working paper (Working Paper no.3) will make reference to the key themes from community and stakeholder feedback in making recommendations for new and altered off-street parking regulations. This will include consideration of how the perceptions and feedback from the community relate to, for example, actual local parking demand information developed through technical study and the extent to which community aspirations can be addressed through off-street parking regulations.

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**Appendix A.** “Let’s Talk Parking” Promo Poster

**Appendix B.** “Let’s Talk Parking” Survey Questions

**Appendix C.** “Let’s Talk Parking” Survey Results

## **1.0 Overview**

The City of Colwood (“the City”) is undertaking a comprehensive update of off-street parking regulations as an opportunity to pursue strategic directions around land use and built form, multi-modal transportation, and parking management. Modernized, up-to-date regulations will better reflect City policies and result in a more defensible development approvals process by City staff and Council, greater certainty among the development community, and parking supply rates and facility design requirements that better align with the City’s strategic objectives. The result will be greater assurance that future development includes desired parking and alternative transportation provisions.

The following are key project outcomes:

- 1.** A new Off-Street Parking Regulations Bylaw that regulates the supply, design and location of vehicular parking, bicycle parking and related transportation provisions associated with new development.
- 2.** A Parking Variance Policy that clarifies the conditions that may support a variance from the new off-street parking regulations, including items such as location, access to transportation options and transportation demand management (TDM) measures.

Research, technical analysis, and community engagement activities are being undertaken to better understand parking needs in Colwood and to support the final off-street parking regulations. These activities are being documented in a series of “working papers” developed over the course of the project and available on the project webpage, as follows:

- **Local Understanding + Best Practices**, Working Paper no.1  
Working Paper no.1 provides a general overview of the City’s current policy objectives related to transportation and parking, as well as current off-street parking requirements and how they compare to other communities. Consideration is given to best practices related to bicycle parking, accessible parking, electric vehicle (EV) charging and transportation demand management (TDM).
- **“What We Heard” Engagement Summary**, Working Paper no.2  
This document, Working Paper no.2, is a summary of the public and stakeholder engagement activities undertaken to understand parking needs in Colwood and to test new policy and regulation options.
- **Strategic Directions**, Working Paper no.3  
Working Paper no.3 will be a summary of the key directions and recommendations that will guide the development of the Off-Street Parking Regulations Bylaw and Parking Variance Policy based on the community engagement and technical analysis summarized in the initial working papers.

## 2.0 Engagement Activities

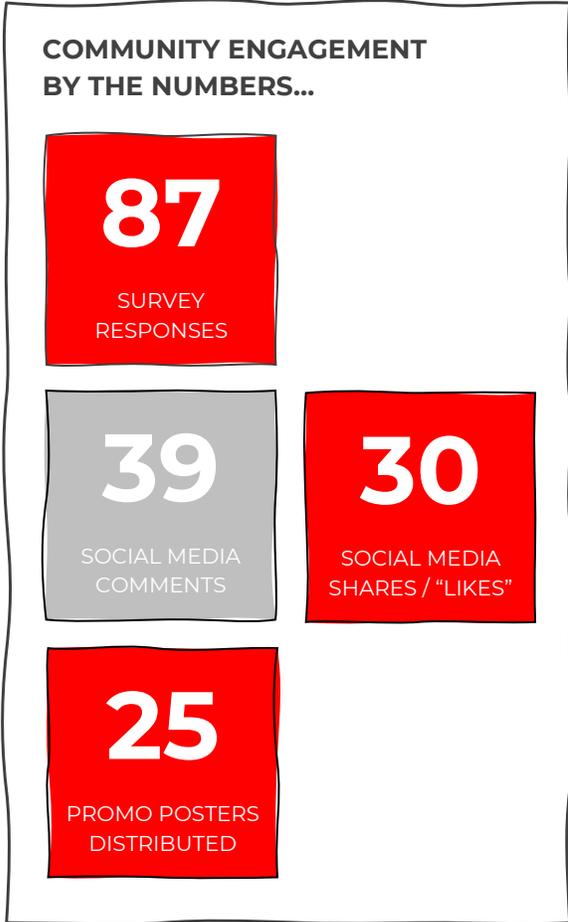
The first step in the creation of any successful community-wide regulation and policy is to ensure residents are informed of the project’s purpose and timeline. We engaged with residents and stakeholders to ensure the bylaw was informed by the community. Referencing community and stakeholder input throughout the bylaw update process will provide a foundation of these necessary updates and will ensure the regulations support the values of the community while better aligning with the City’s strategic plans.

The engagement approach was designed to provide a variety of opportunities to reach as broad an audience as possible, a proven challenge when facing the realities of the COVID-19 pandemic. These engagement activities were promoted on the City of Colwood’s homepage and the City’s Let’s Talk project page, along with promotion on the City’s Facebook and Twitter pages. Paper posters promoting the online survey were also placed throughout the City in high traffic areas (see **Appendix A**).

Key activities included:

- A community survey
- Interviews with key stakeholder organizations and interest group
- An active social media presence (including both Facebook and Twitter)

These opportunities attracted diverse conversations and feedback that will be essential to setting the priorities for the next phases of the Off-Street Parking Regulations bylaw. Overall key themes have been summarized up-front in the summary section, while key take-aways from each activity are identified in the following sections.



## **3.0 Stakeholder Interviews**

Interviews were conducted with key stakeholders to discuss the needs and desires for future off-street parking regulations in Colwood. These conversations focused on understanding a diversity of perspectives surrounding parking and to apply the first-hand experience of these groups to off-street parking requirements. The following section provides a summary of key themes and takeaways from these interviews that will inform recommendation for off-street parking regulation.

A total of six stakeholder interviews were conducted, participating organizations included:

- Representatives of the **development industry**: Gablecraft Homes, Onni Group
- Representatives of **cycling groups**: Greater Victoria Cycling Coalition, Bike Victoria Society
- Representatives of **seniors' groups**: Juan de Fuca Senior Citizens Association
- Representatives of **homeowners**: Vancouver Island Strata Association
- Representatives of **local businesses**: Westshore Chamber of Commerce

The following themes emerged from the six stakeholder interviews conducted. Differing opinions were shared throughout the interviews.

The key themes that emerged from these interviews are:

- Parking supply rates
- Transportation Demand Management (TDM) measures
- Accessible parking
- Electric vehicle infrastructure needs (including e-bikes and mobility devices)
  
- Visitor parking
- Commercial loading
- Bicycle parking

Summaries of each of these themes are provided on the following pages.

## **Parking Supply Rates:**

- Providing a single parking stall for very small units could be realistic depending on the demographic of the building for which is applies.
- Parking requirements in Colwood should be lower, with specific parking regulations for unit sizes in multi-family development.
- Current residential parking supply requirements are meeting the needs of residents.
- Parking requirements for home businesses should be explicitly identified and consider the diversity of needs for the range of possible home-based business types.
- Establishing parking requirements for vacation rentals.
- Many more affordable units do not come with a parking stall, which is problematic in areas like Colwood where a vehicle is still largely necessary.
- Certain new development has pursued significant reductions in parking supply that have caused immediate issues for these developments and the surrounding neighborhood. Modernization of the off-street parking regulations are to consider appropriate parking supply rates and reduce instances of variances.

## **Transportation Demand Management:**

- There are opportunities to construct more park and ride facilities within the City to ease congestion elsewhere. The City should invest in this infrastructure.
- A variety of TDM options including subsidies for electric bicycles or transit passes, provision of on-site car share vehicles and additional long-term bicycle storage should be considered as criteria for parking requirement reductions (variances).
- Emerging trends in new mobility in other jurisdictions, including scooter and bike sharing, have resulted in decreasing use of private vehicles.
- Providing on-site car sharing in new developments has been a successful means to reduce parking demand that has been pursued in other communities and may be considered for the Westshore.

## **Accessible Parking:**

- Accessible parking is typically well supplied in commercial areas around Colwood.
- More accessible parking could be used at seniors' facilities for residents and visitors, however with parking available within proximity of the buildings main entrance accessible stalls may not be as in demand.

## **Electric Vehicle Infrastructure:**

- Providing electric vehicle charging on-site could be one rationale for a parking requirement reduction.
- The updated bylaw should include additional consideration of the electrical capacity needed to support efficient charging for electric vehicles. Load management is required to ensure that sufficient power is available for all electric vehicle users into the future.
- Electrical conduits should be required to be installed in 80-100% of parking stalls during construction considering the growing popularity of electric vehicles and the high costs of retrofitting. Alternatively, stalls with conduits or chargers should be shared among residents.
- Mobility scooter parking and charging should be considered in the parking regulation update. There should be similar importance for visibility and security for these mobility device storage locations as bicycle parking (short and long term).
- Providing adequate electric bicycle charging infrastructure is critical to accommodate commuters travelling throughout the region. Charging ports should be available for 50% of bicycle parking stalls.

## **Parking Facility Design:**

- Surface parking provided behind, to the side, or underneath a development will have a positive impact on the public realm.
- Angled parking is typically more useful than perpendicular parking layouts.
- Requirements for street trees had previously placed pressure on off-street parking by limiting the space available to on-street parking. This trend has since changed with the lessening of these requirements.
- Tandem parking should be considered for townhouse development to minimize costs and has been previously successful with owners in the City.
- Parking regulations make it challenging to achieve secondary suites since the parking space for the suite must be unobstructed, resulting in wider lots and higher costs. Consider specifying a turning radius requirement to meet the definition of “unobstructed.”

**Visitor Parking:**

- Visitor parking can be unavailable due to building services such as janitors or contractors parking there. These spaces should be strictly reserved for visitors since a lack of visitor stall often leads to vehicles parking in accessible stalls (Note: This is typically managed / enforced by property management or building strata, not through the City's off-street parking regulations).
- Service company parking spaces or service uses spaces could be provided to help alleviate this issue.

**Commercial Loading:**

- Commercial loading is generally satisfactory in the City, with issues only occurring sporadically at specific locations.
- As the delivery economy continues to grow, measures should be taken to accommodate their short-term parking needs.
- Delivery and loading spaces should be flexible to the needs of changing tenants in commercial spaces.

**Bicycle Parking:**

- Bicycle theft is a major issue around the Capital Region.
- Short-term bicycle facility design and siting should be carefully considered. Currently, bicycle parking is not designed to accommodate a variety of bicycle types and sizes and is often poorly located relative to building entrances and visible locations.
- Long-term bicycle parking facilities should be accessible from the ground floor of the development and not require numerous doorways or changes in grade
- An increase in secure bicycle parking facilities would encourage more people to travel by bicycle, reducing some need for vehicle parking.
- Bicycle parking (short and long term) should be strategically supplied in proximity to key commercial and neighbourhood centres.
- Bicycle parking rates defined in the City of Victoria (as an example) are seemingly adequate and it would be beneficial to align with the supply rates in neighbouring communities.
- Supplying bicycle parking in lower density residential development is often overlooked and with current design standard can be challenging to fit alongside on-site vehicle parking requirements (narrow carports and/or garages)
- One large bicycle space of sufficient size for a cargo bicycle should be provided per every ten bicycle parking spaces.

## **4.0 Community Survey**

A community parking survey was available online for all members of the public. The survey was available from August 17<sup>th</sup> to September 20<sup>th</sup> on the City’s Let’s Talk Colwood project page and was promoted through social media, the City of Colwood website, and posters placed throughout the community. The survey received a total of 87 responses.

Survey questions focused on understanding and identifying issues, opportunities, priorities, and current behaviours with respect to off-street parking in Colwood. The following section summarizes the survey responses provided by key theme.

### **1. Parking Challenges in Colwood**

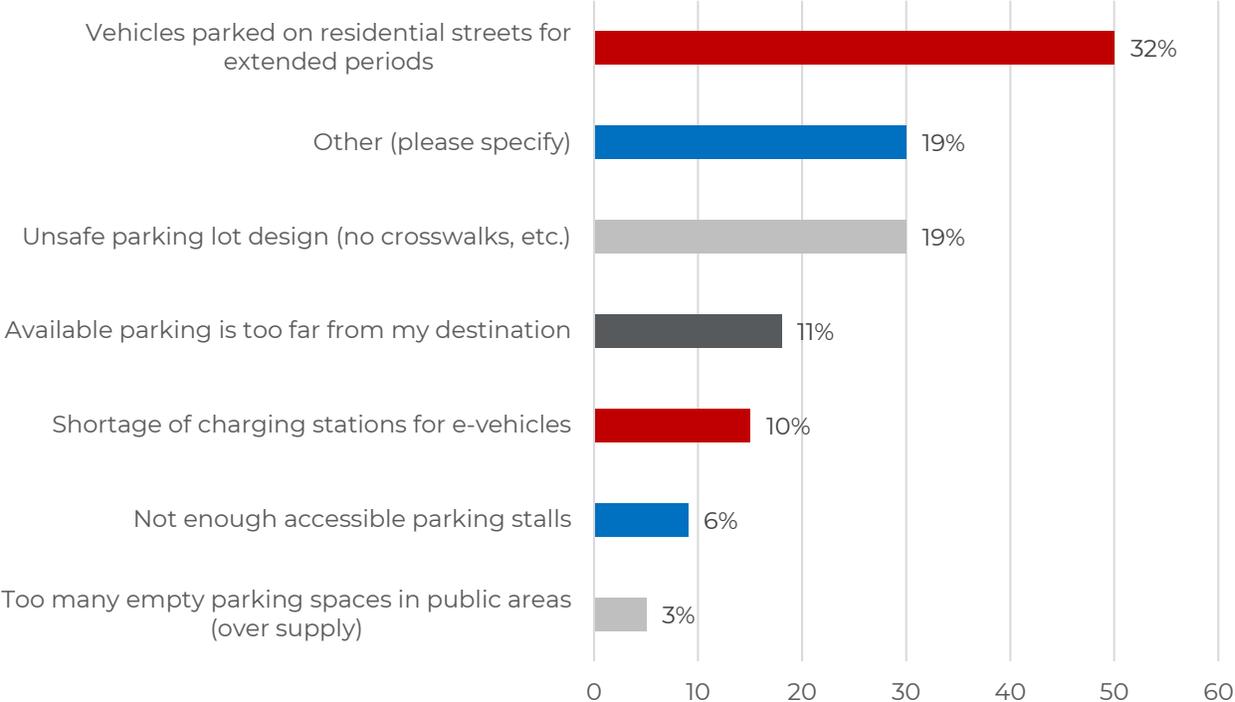
Survey respondents were asked to identify the three most common challenges around parking to understand the most prevalent issues experienced by Colwood residents. As shown in **Figure 1**, results indicated that the top three challenges are:

- Vehicles parked on residential streets for extended periods (33%)
- Unsafe parking lot design (19%)
- Available parking is too far from the destination (12%)

Open-ended or “Other” responses received the second highest number of responses overall (19%), however they express differing priorities such as concerns with:

- Enforcing parking regulations
- Insufficient off-street parking in residential areas resulting in on-street parking issues
- The size of garages to accommodate larger vehicles
- Parked vehicles impeding bicycle lanes and sidewalks
- Lack of parking for school pick-up and drop-off
- Insufficient parking at key destinations in Colwood

**FIGURE 1. PARKING CHALLENGES IN COLWOOD BASED ON SURVEY RESPONSES**

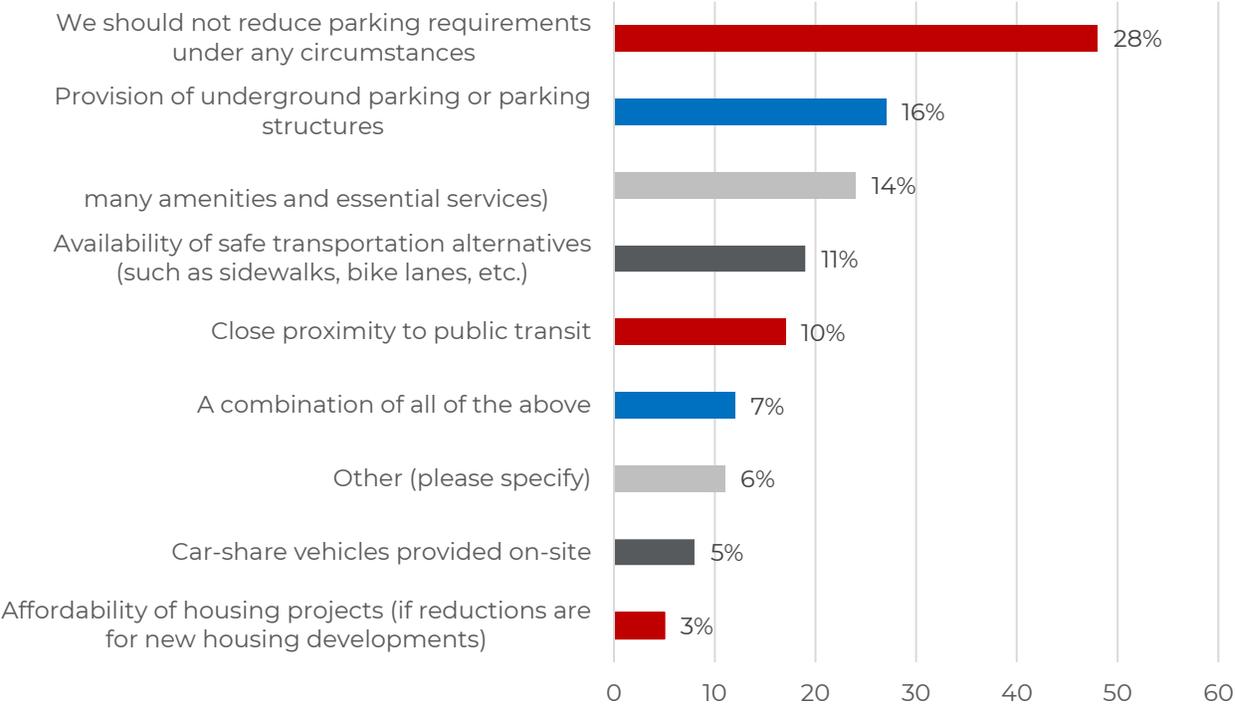


**2. Factors that Could Influence Reduced Parking Requirements**

Understanding factors that could support reduced parking requirements is critical to ensuring parking supply rates reflect the community’s needs while balancing strategic priorities. As shown in **Figure 2**, when asked about factors that could support reduced parking requirements, the top three factors were identified as:

- We should not reduce parking requirements under any circumstances (30%)
- Providing underground parking or a parking structure (16%)
- Location in an urban area (i.e. walking distance to many amenities and essential services) (14%)

**FIGURE 2. FACTORS INFLUENCING REDUCED PARKING REQUIREMENTS, SURVEY RESPONSES**

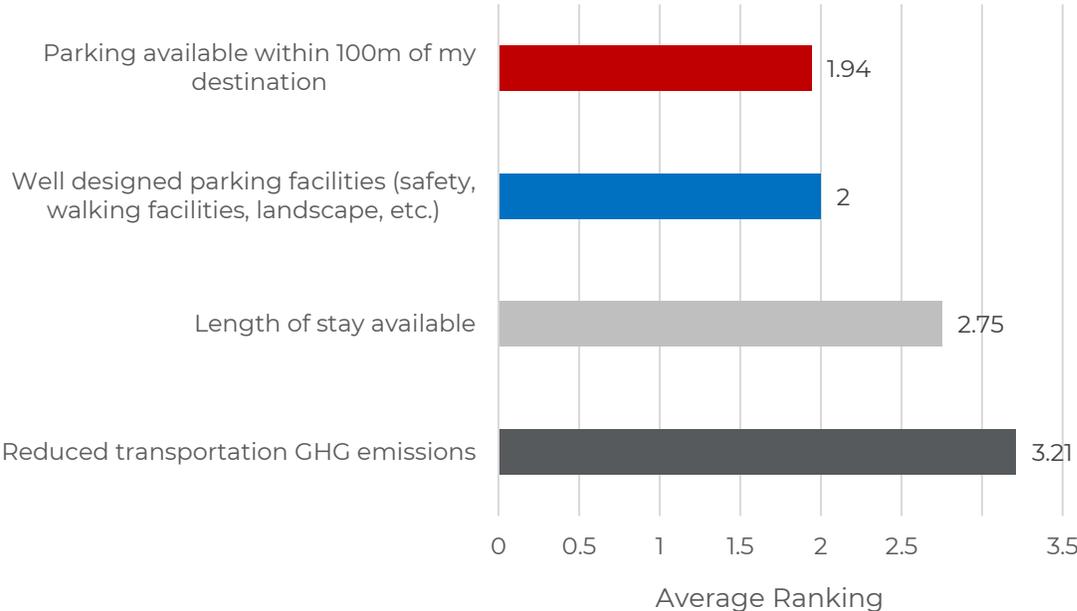


**3. Parking Characteristics**

Survey respondents were asked to rank the most important characteristics for off-street parking in Colwood. As shown in **Figure 3**, the resulting rankings are:

- 1. Parking available within 100m of my destination
- 2. Well designed parking facilities
- 3. Length of stay available
- 4. Reduced greenhouse gas emissions from transportation

**FIGURE 3.** IMPORTANCE OF CHARACTERISTICS OF OFF- STREET PARKING IN COLWOOD, SURVEY RESPONSES



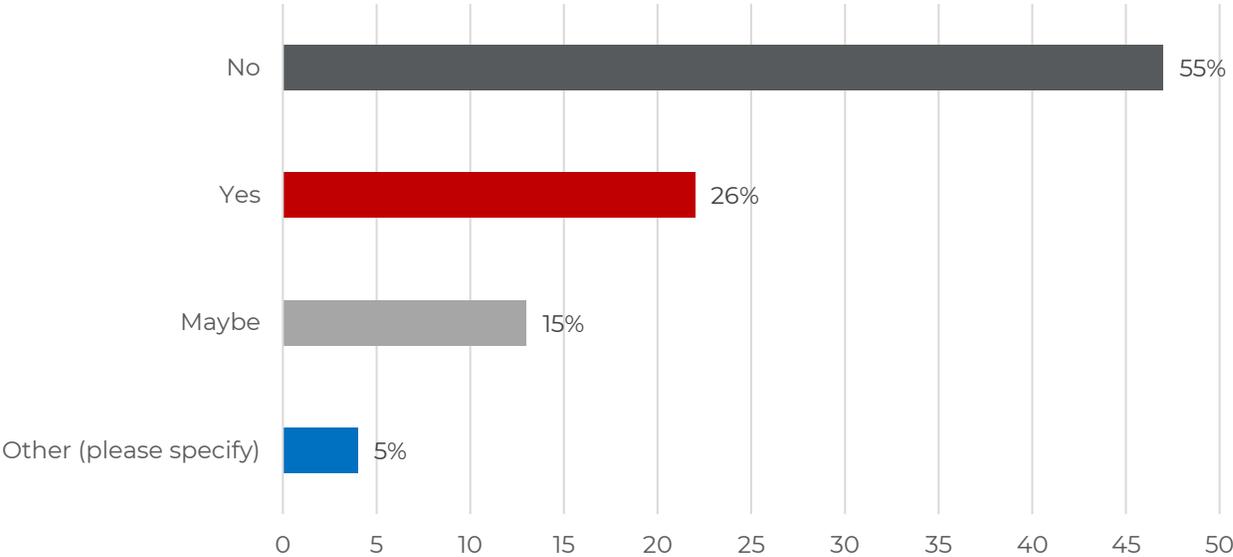
**4. Parking for Secondary Suites**

To assess support for changing parking requirements for homes with secondary suites as a means to support varied housing types and affordability, survey respondents were asked if they would approve of either reducing parking requirements or allowing tandem parking in residential development. As shown in **Figure 4**, the results are as follows:

- No (55%)
- Yes (25%)
- Maybe (15%)
- Other (5%)

Open-ended or “Other” responses received the fewest number of responses overall (5%), however they express differing priorities such as:

- Encouraging active transportation through parking regulation
- Providing increased off-street parking for homes with secondary suites
- Encouraging the use of off-street parking when on-street parking is more convenient

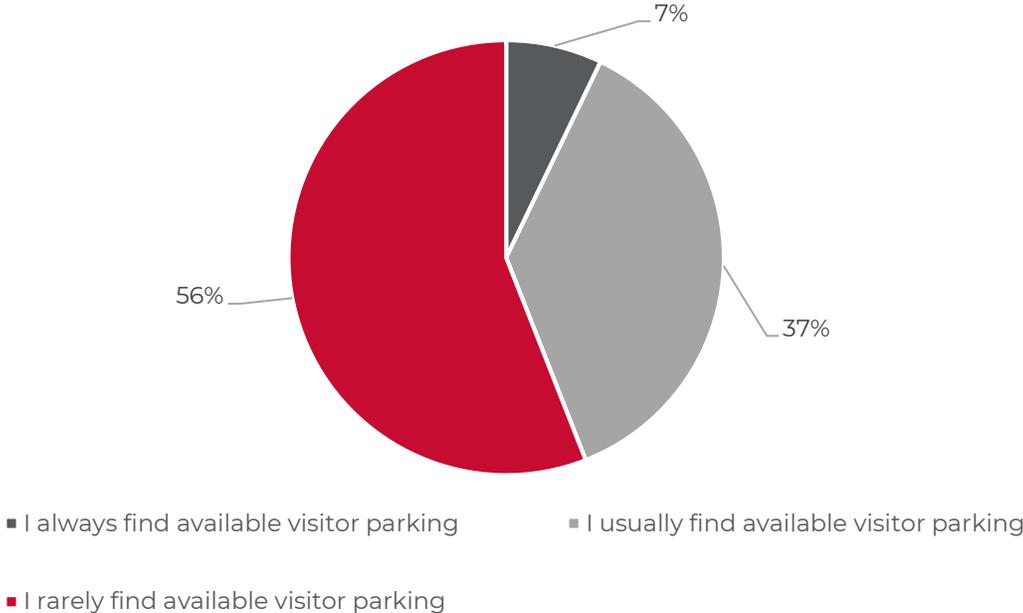


**5. Accessing Visitor Parking**

Visitor parking is an important component of parking supply, particularly in multi-family developments. To assess the current supply of visitor parking, survey respondents were asked to describe their experience accessing visitor parking at multi-family residential developments in Colwood. As shown in **Figure 5**, respondents provided their experiences as:

- I rarely find available visitor parking (56%)
- I usually find available visitor parking (37%)
- I always find available visitor parking (7%)

**FIGURE 5.** ABILITY TO ACCESS VISITOR PARKING IN COLWOOD, SURVEY RESPONSES

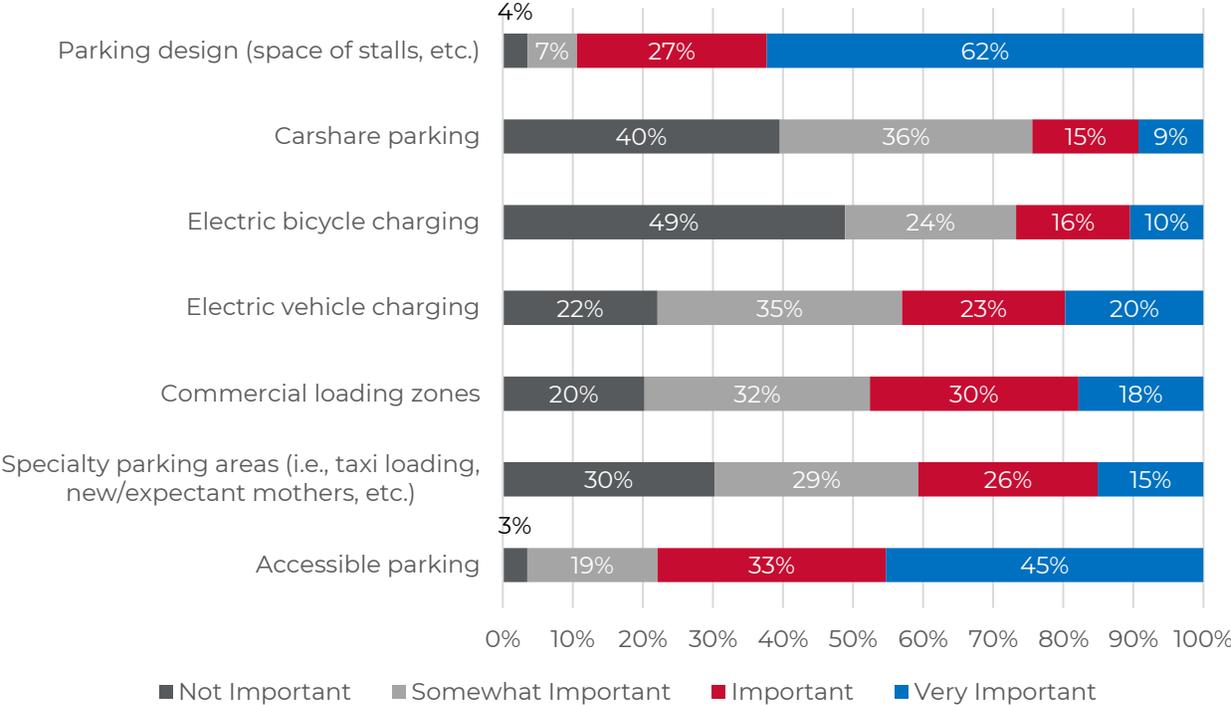


## 6. Key Characteristics to be Included in Parking Regulations

To understand what elements of parking regulations are important to members of the public survey respondents were asked to identify the importance of eight parking characteristics. As shown in **Figure 6**, parking characteristics were prioritized as follows:

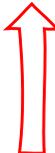
- **Parking design**, including the size of stalls, was the most widely supported characteristic of the parking bylaw with respondents considering it to be very important (62%) and important (27%)
- **Accessible parking** was among the most widely supported characteristics with a majority of respondents considering it to be very important (46%) or important (32%)
- **Provision of electric vehicle charging** resulting in closely varied opinions, with respondents considering this characteristic to be somewhat important (35%), important (24%), or not important (22%)
- **Commercial loading zones** were identified as somewhat important (33%) or important (30%)
- **Mobility scooters and supporting regulations** for them was identified as somewhat important (33%), followed by important (25%) and not important (25%)
- **Specialty parking areas**, like taxi loading areas, was considered to be somewhat important (31%) or not important (31%)
- **Electric bicycle charging** was the least important characteristic, as survey respondents identified it was not important (49%) or somewhat important (26%)
- **Carshare parking** was not widely supported, with respondents indicating this characteristic is not important (40%) or somewhat important (37%)

**FIGURE 6.** KEY CHARACTERISTICS OF THE OFF- STREET PARKING REGULATION BYLAW, SURVEY RESPONSES



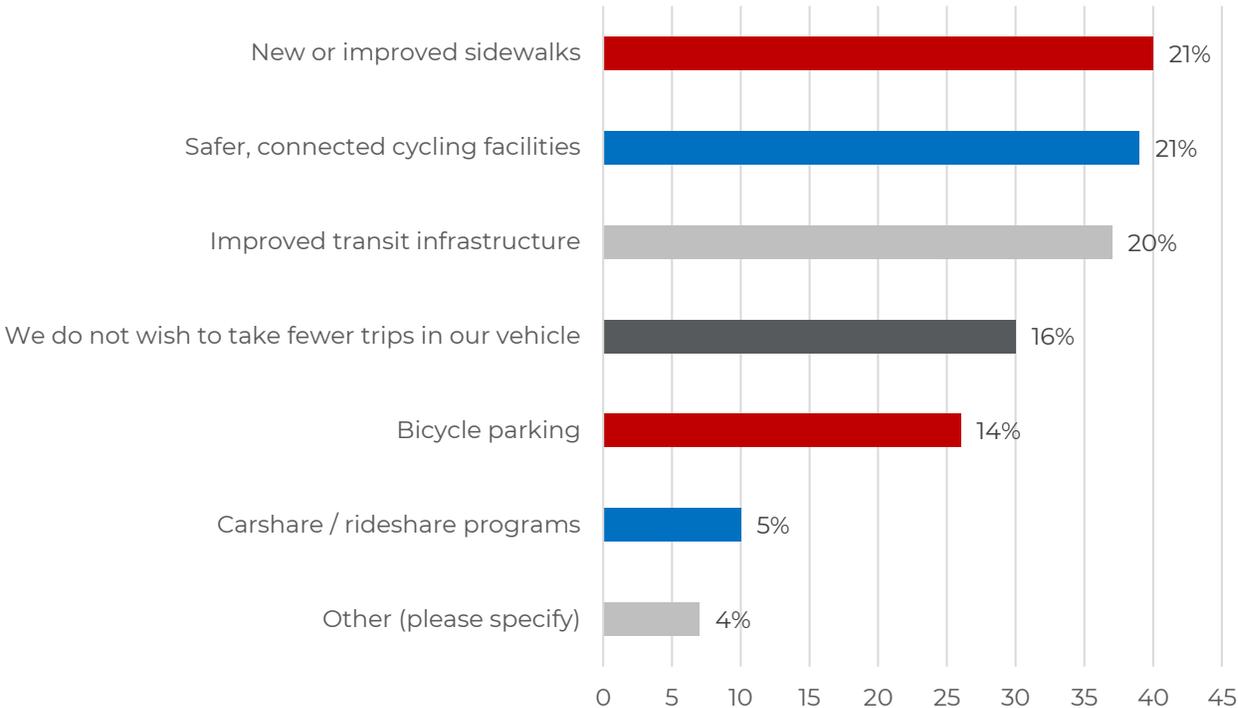
**7. Potential to Reduce Vehicle Trips**

Since parking requirements are largely based on community members' available transportation options, survey respondents were asked to identify factors that could encourage a reduced dependence on vehicular trips. The top responses are provided below, as shown in **Figure 7**:

- 
1. New or improved sidewalks
  2. Safer, connected cycling facilities
  3. Improved transit infrastructure
  4. Do not wish to take fewer trips by vehicle

Open-ended or “Other” responses received the fewest number of responses overall (4%), however they express differing priorities such as:

- Providing more commercial amenities within walking distance
- Considering implementing rapid transit systems to connect to the rest of the Capital Region and Vancouver Island
- Changing parking requirements for home businesses to allow more residents to work from home
- Enhancing intersection safety and active transportation connections in the Westshore



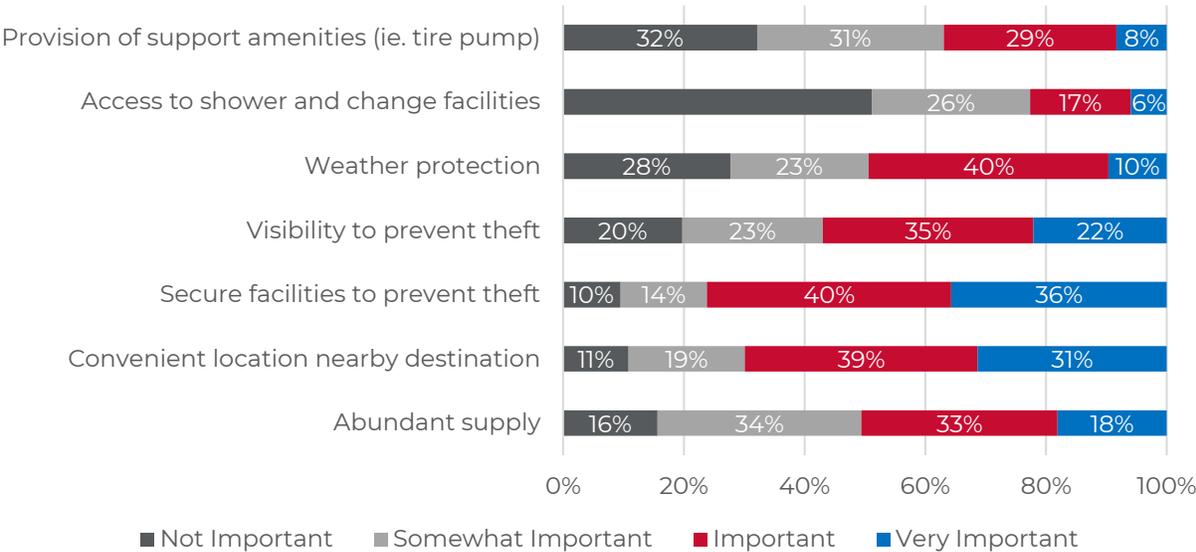
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**8. Key Characteristics for Bicycle Parking**

To understand what elements of bicycle parking were important to Colwood community members, survey respondents were asked to identify the importance of seven characteristics of bicycle parking. As shown in **Figure 8**, the characteristics and the most popular answers were as follows:

- **Visible bicycle parking to prevent theft** was the most widely supported characteristic, with respondents indicating that it was very important (51%) or important (34%)
- **Secure facilities to prevent theft** was important (40%) or very important (36%)
- **A convenient location nearby destination** was identified as important (40%) or very important (29%)
- **Abundant supply** of bicycle parking was considered by the majority to be somewhat important (34%) or important (33%)
- **Weather protection** for bicycle parking facilities was important (39%) or not important (28%)
- **Providing support amenities**, like tire pumps, was split amongst be not important (33%), somewhat important (30%), and important (29%)
- **Access to shower and change facilities** was the least supported characteristic of bicycle parking with not important (52%) and somewhat important (24%) as the most popular answers

**FIGURE 8. CHARACTERISTICS FOR HIGH-QUALITY BIKE PARKING, SURVEY RESPONSES**



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## 9. Opportunity for Additional Input

Survey respondents were invited to provide additional feedback related to off-street parking in Colwood. 52 responses were given. Full responses are provided in Appendix B. Many comments relate to on-street parking concerns which are identified by respondents as a result of inadequate on-street parking or lack of “neighborliness”. While these regulations are specific to off-street parking, understanding the larger community impact of these regulations is an important consideration.

Some common themes emerged through this open-ended input opportunity, as follows:

- Recommendations around improving efficiencies of existing on-street parking (such as repainting, permits, restrictions, signage directing drivers to off-street facilities)
- Assumptions that on-street parking demand is due to garages and carports being used for other purposes than parking resulting in lack of supply
- Interest in increased visitor parking stalls for residential developments.
- Frustrations around on-street parking in front of private residences due to off-street parking spillover (neighbour to neighbour complaints)
- Commercial parking requirements in new development in existing neighborhoods were identified as a concern due to potential parking overflow
- Concerns around safety of streets for all users due to large number of vehicles parked on-street, particularly where there are no sidewalks
- Expressed interest in improved multi-modal opportunities and facilities prior to reducing parking requirements
- Some support for reduced parking requirements

## 5.0 Social Media

Social media was used to promote the Let’s Talk Parking survey and facilitate conversation around on-going engagement activities for the Off-Street Parking Regulations update.

These promotional messages were posted on September 3<sup>rd</sup> to Facebook and Twitter, with links leading to the project webpage and online survey.

The Facebook post was shared 14 times and received 38 comments. The City provided response to the key questions that were received.

The social media posts prompted some discussion amongst readers. From this discussion themes emerged around consideration for off-street parking:



### Parking Facility Design

- There is a desire for larger parking spaces to comfortably accommodate mid- to large-size vehicles, and the needs of seniors, families, and pet owners
- Encouraging underground parking
- Providing EV charging in public locations

### Parking Utilization

- Encouraging sustainable modes of transportation to reduce the number of parking stalls required for everyday use.
- Providing more parking to meet the growing needs of residents in Colwood and the Westshore. This should include ample on-site parking for multi-family residential sites.

## **6.0 Engagement Limitations**

While it has profound effects on how community members utilize spaces in the City, the development of development regulations specific to off-street parking is a highly technical exercise that combines technical expertise in mobility, urban design, and sustainability. In addition, parking utilization research in the City and Capital Region, and the lived experience of the local community demonstrate areas of need and opportunity for updating parking regulations to reflect future trends and associated parking demands.

The nature of this project and current circumstances have created unique challenges to effectively engaging the public on off-street parking regulation in Colwood. The COVID-19 pandemic has fundamentally changed community engagement, with the related safety challenges limiting opportunities to conduct in-person engagement and to meet people safely, where they already gather. Under normal circumstances, the engagement process for the Off-Street Parking Regulations bylaw would have included in-person “pop-up” style engagement opportunities throughout at popular destinations throughout Colwood (commercial, recreational, social) and/or in-person open house events.

Due to public health recommendations at the time of engagement, it was recommended that in-person engagement be avoided. This reality will persist for the duration of the pandemic and therefore the engagement methods used as part of this engagement process relied heavily on online interactions and input to achieve adequate levels of community engagement.

## 7.0 Next Steps

The stakeholder interviews and Let's Talk Parking survey have provided valuable input to inform the next steps of the City's Off-Street Parking Regulations. In the coming months, the project team and City staff will be collaborating to identify the key directions for this bylaw update.

Important upcoming activities for the Off-Street Parking Regulation Bylaw update include:

- 1. Working Paper no.3:** Providing initial recommendations and directions for the updated parking bylaw
- 2. Parking Variance Policy:** Drafting a municipal policy that outlines criteria under which parking variances will be granted, and presenting these criteria to Council
- 3. Off-Street Parking Regulations Bylaw update:** Drafting and presenting the final updated bylaw to Council for consideration with updated parking supply requirements and parking facility design.

A draft Off-Street Parking Regulations Bylaw and Parking Variance Policy will be brought to Council in the Winter of 2021. At that time, the community will be able to provide feedback to Council on the proposed updates. This opportunity will ensure community priorities are reflected in the bylaw and variance policy and will help gauge the level of resident support for the Off-Street Parking Regulations Bylaw and the Parking Variance Policy.

## **Appendix A.**

### “Let’s Talk Parking” Promo Poster

# “Let’s Talk Parking”



We  
want to hear  
from you,  
safely!

## Why Update Parking Standards?

Updated off-street parking regulations will be important as Colwood grows.

### Some items that could be included in this update are:

- Increases and improvements to accessible parking
- Bicycle parking requirements
- Electric charging stations to accommodate changing technology
- Other needs as identified by the community and stakeholders

### Take the survey - just NINE quick questions!

(The survey will close September 18)

[letstalkcolwood.ca/parking](https://letstalkcolwood.ca/parking)

Learn more:

[www.colwood.ca/parking](https://www.colwood.ca/parking)

## **Appendix B.**

### “Let’s Talk Parking” Survey Questions

## COLWOOD OFF-STREET PARKING BYLAW UPDATE

# “Let’s Talk Parking” Survey Questions

The City of Colwood is updating its parking bylaw. Modernized, up-to-date regulations will better reflect City policies and provide greater confidence that parking supply rates and supporting regulations are appropriate for your City.

The result of this bylaw update process will be a finalized parking bylaw and parking variance policy that reflects both technical analysis and valuable input from members of the community and stakeholders. Your input will inform parking supply rates and design requirements, such as accessibility requirements and electric charge stations, that better align with the City’s strategic objectives and your community’s parking needs.

This update will focus on off-street parking. Off-street parking means parking areas anywhere but on public streets. These are usually parking facilities like garages and lots. Off-street parking can be both indoors and outdoors. Off-street parking also includes private lots, garages and driveways. Please keep this in mind as you complete this survey. Thank you for your input!

- 
1. What are the biggest parking challenges you experience in Colwood? (Please choose three)
    - A. Vehicles parked on residential streets for extended periods
    - B. Available parking is too far from my destination
    - C. Too many empty parking spaces in public areas (over supply)
    - D. Shortage of charging stations for e-vehicles
    - E. Not enough accessible parking stalls
    - F. Unsafe parking lot design (no crosswalks, etc.)
    - G. Other (Please specify)

- 
- 2.** Reduced parking requirements result in fewer parking spaces being required in new construction projects. This bylaw update process will consider the impacts of reduced parking requirements.

Which factors do you feel should support reduced parking requirements? (Please choose all that apply)

- A. Location in urban area (i.e. walking distance to many amenities and essential services)
- B. Close proximity to public transit
- C. Provision of underground parking or parking structures
- D. Car-share vehicles provided on-site
- E. Affordability of housing projects (if reductions are for new housing developments)
- F. Availability of safe transportation alternatives (such as bike lanes for cycling, sidewalks for pedestrians, etc.)
- G. A combination of all of the above
- H. We should not reduce parking requirements under any circumstances
- F. Other (please specify)

- 
- 3.** Of the following, which are the most important parking characteristics to you? (Rank in order of priority)

- A. Parking available within 100m of my destination
- B. Reduced transportation GHG emissions
- C. Well designed parking facilities (safety, walking facilities, landscape, etc.)
- D. Length of stay available

- 
- 4.** The current requirement is for three parking spaces per home (not including the garage space) where a secondary suite is provided. Would you support alternatives that allow for reduced parking supply or tandem parking (one vehicle in front of another) arrangements to support varied housing options and affordability? (Please choose one)

- A. Yes
  - B. Maybe
  - C. No
  - D. Other (please specify)
-

5. How important is it to you that the following parking characteristics are included in the parking bylaw? (Please rate each statement: Very Important, Important, Somewhat Important, Not Important)

- A. Accessible parking
- B. Specialty parking areas (i.e., taxi loading, new/expectant mothers, etc.)
- C. Commercial loading zones
- D. Electric vehicle charging
- E. Electric bicycle charging
- F. Mobility scooters
  
- H. Parking design (space of stalls, etc.)

---

6. How would you describe your experience accessing visitor parking at multi-family residential sites (i.e., apartments, condominiums) in Colwood? (Please choose one)

- A. I always find available visitor parking
- B. I usually find available visitor parking
- C. I rarely find available visitor parking

---

7. How important are the following characteristics in providing high-quality bicycle parking? (Please rate each statement: Very Important, Important, Somewhat Important, Not Important)

- A. Abundant supply
- B. Convenient location nearby destination
- C. Visibility to prevent theft
- D. Secure facilities to prevent theft
- E. Weather protection
- F. Access to shower and change facilities
- G. Provision of support amenities (ie. tire pump)

---

**8.** Which of the following would encourage you and your family to take fewer trips in your vehicle? (Please choose all that apply)

- A. New or improved sidewalks
- B. Safer, connected cycling facilities
- C. Bicycle parking
- D. Improved transit infrastructure
- E. Carshare / rideshare programs
- F. We do not wish to take fewer trips in our vehicle
- G. Other (please specify)

---

**9.** As previously mentioned, off-street parking means parking areas anywhere but on public streets. These are usually parking facilities like garages and lots. Off-street parking can be both indoors and outdoors. Off-street parking also includes private lots, garages and driveways.

Do you have anything else related to parking within the City of Colwood you would like to share with us?

## **Appendix C.**

### “Let’s Talk Parking” Survey Results



# Share your thoughts about off-street parking in Colwood

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## **SURVEY RESPONSE REPORT**

27 August 2019 - 20 September 2020

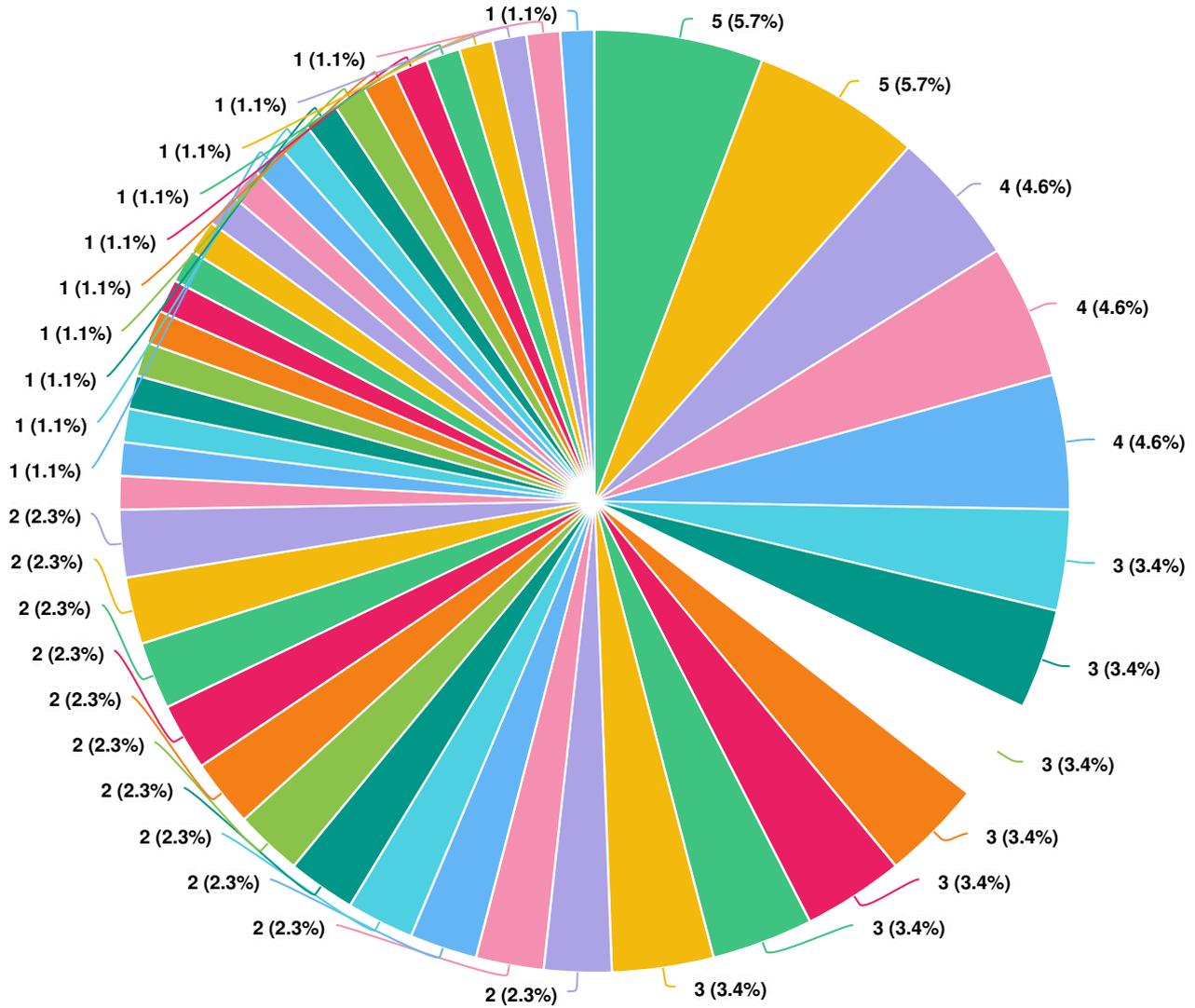
### **PROJECT NAME:**

Let's Talk Parking Regulations



# REGISTRATION QUESTIONS

**Q1** What year were you born in? (Will remain confidential)

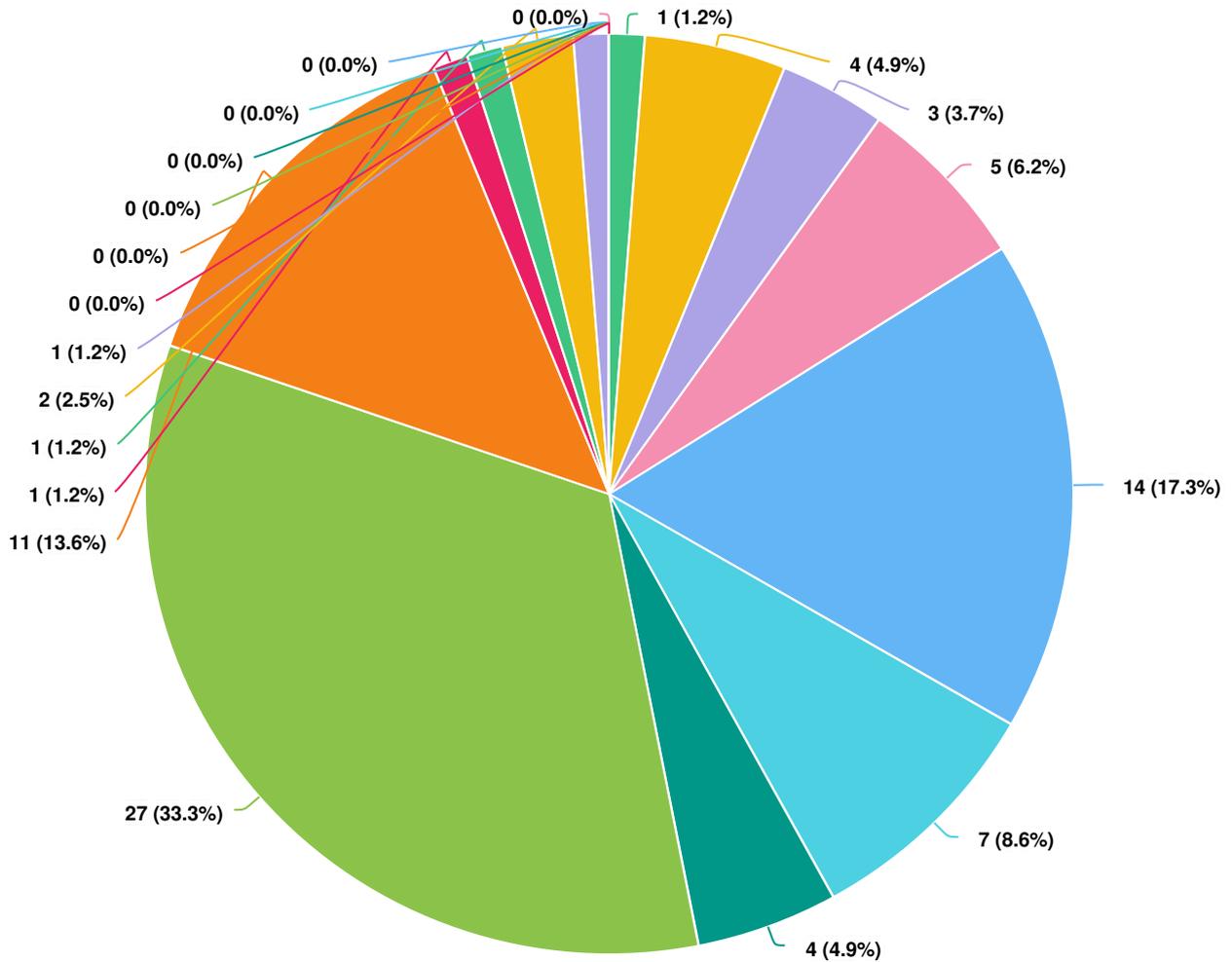


**Question options**

- 1979
- 1959
- 1982
- 1957
- 1963
- 1960
- 1975
- 1977
- 1974
- 1966
- 1971
- 1987
- 1961
- 1952
- 1983
- 1973
- 1989
- 1980
- 1970
- 1986
- 1981
- 1984
- 1965
- 1964
- 1945
- 1955
- 1993
- 1999
- 1992
- 1950
- Slice
- 1990
- 1968
- 1949
- 1956
- 1947
- 1967
- 1953
- 1994
- 1958
- 1976
- 1985
- 1962
- 1988
- 1948

Optional question (86 response(s), 1 skipped)  
Question type: Date Question

**Q2** What neighbourhood do you live in?



**Question options**

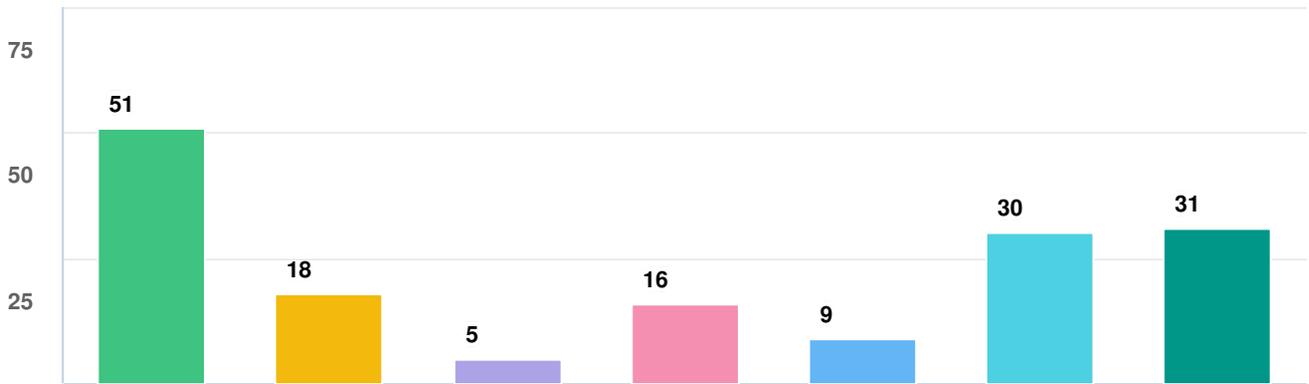
- Colwood Corners    Colwood Lake    Hatley Park    Wishart North    Wishart South    Triangle Mountain
- Latoria    Royal Bay    Lagoon/Seaside    Langford    View Royal    Sooke
- Other municipality in Greater Victoria    Metchosin    Highlands    Saanich    Victoria    Oak Bay
- Esquimalt    Outside Greater Victoria

Optional question (81 response(s), 6 skipped)  
Question type: Dropdown Question



SURVEY QUESTIONS

**Q1** What are the biggest parking challenges you experience in Colwood?(Please choose three)



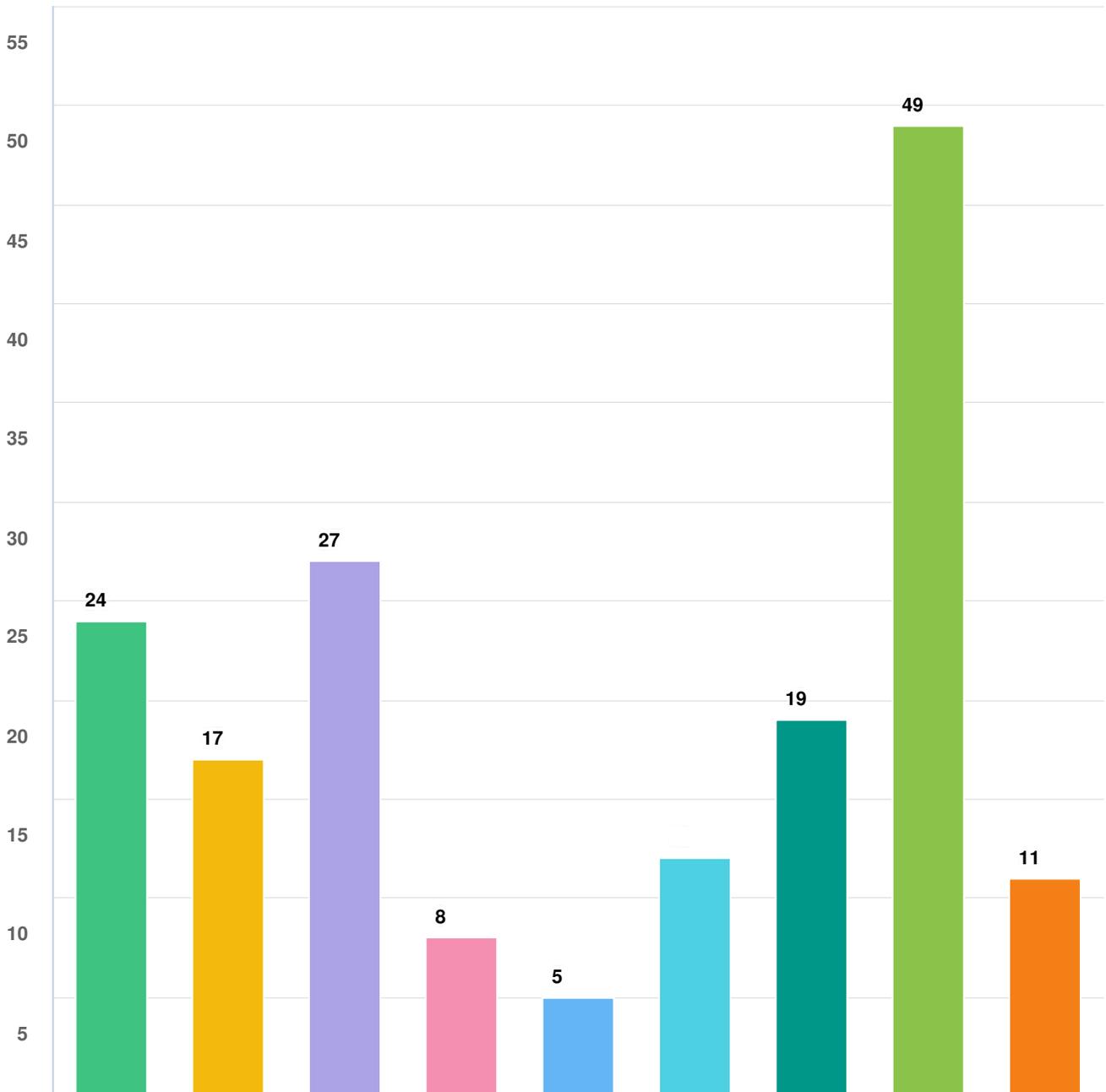
**Question options**

- Vehicles parked on residential streets for extended periods
- Available parking is too far from my destination
- Too many empty parking spaces in public areas (over supply)
- Shortage of charging stations for e-vehicles
- Not enough accessible parking stalls
- Unsafe parking lot design (no crosswalks, etc.)
- Other (please specify)

*Optional question (85 response(s), 2 skipped)*

*Question type: Checkbox Question*

**Q2** Reduced parking requirements result in fewer parking spaces being required in new construction projects. This bylaw update ...



**Question options**

- Location in urban area (ie. walking distance to many amenities and essential services)
- Close proximity to public transit
- Provision of underground parking or parking structures
- Car-share vehicles provided on-site
- Affordability of housing projects (if reductions are for new housing developments)
- A combination of all of the above
- Availability of safe transportation alternatives (such as sidewalks, bike lanes, etc.)
- We should not reduce parking requirements under any circumstances
- Other (please specify)

*Optional question (87 response(s), 0 skipped)*  
 Question type: *Checkbox Question*

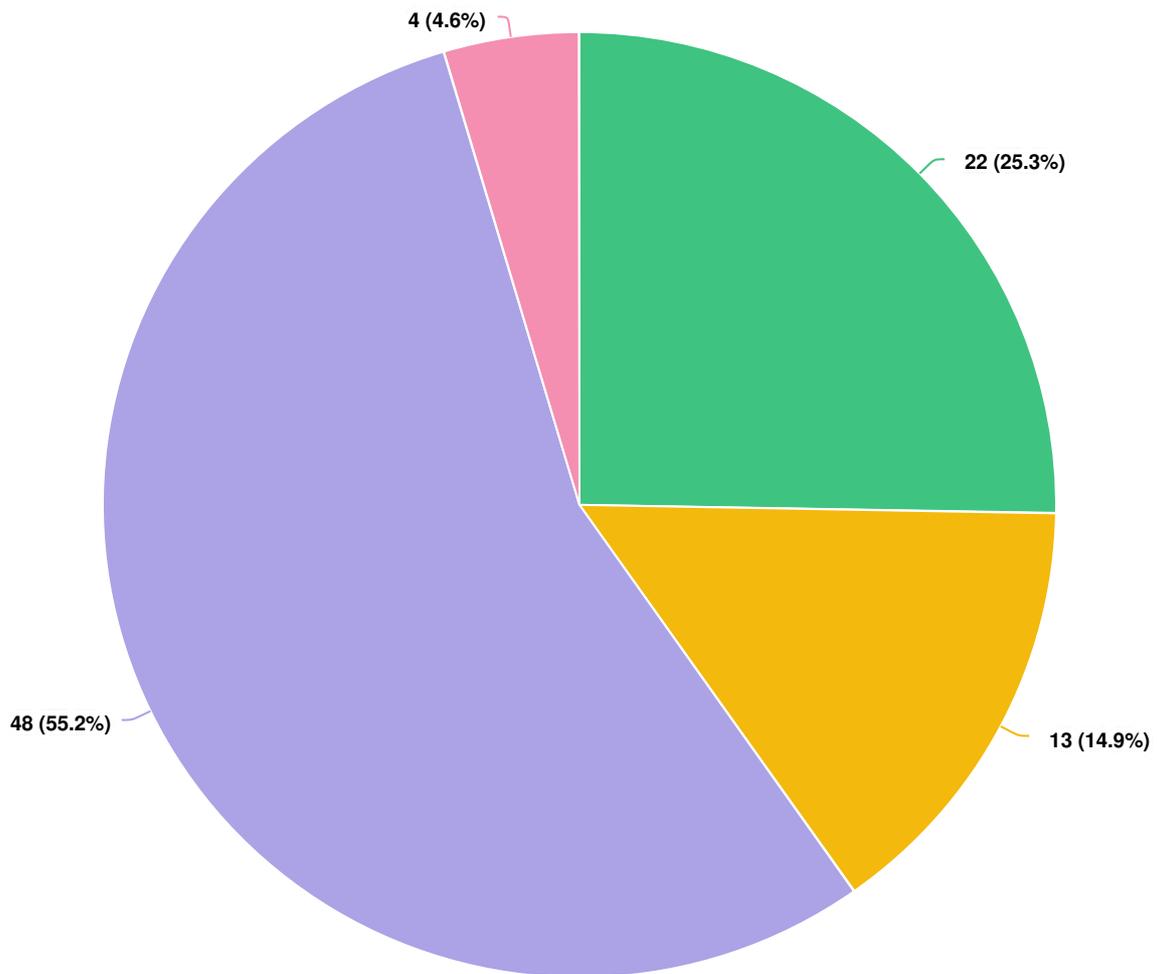
**Q3** | **Of the following, which are the most important parking characteristics to you?(Please rank in order of priority)**

<b>OPTIONS</b>	<b>AVG. RANK</b>
Parking available within 100m of my destination	1.96
Well designed parking facilities (safety, walking facilities, landscape, etc.)	1.99
Length of stay available	2.75
Reduced transportation GHG emissions	3.19

*Optional question (86 response(s), 1 skipped)*

*Question type: Ranking Question*

**Q4** | The current requirement is for three parking spaces per home (not including the garage space) where a secondary suite is provided. Would you support alternatives that allow for reduced parking supply or tandem parking (one vehicle in front of another...)



**Question options**

- Yes
- Maybe
- No
- Other (please specify)

Optional question (87 response(s), 0 skipped)  
Question type: Radio Button Question



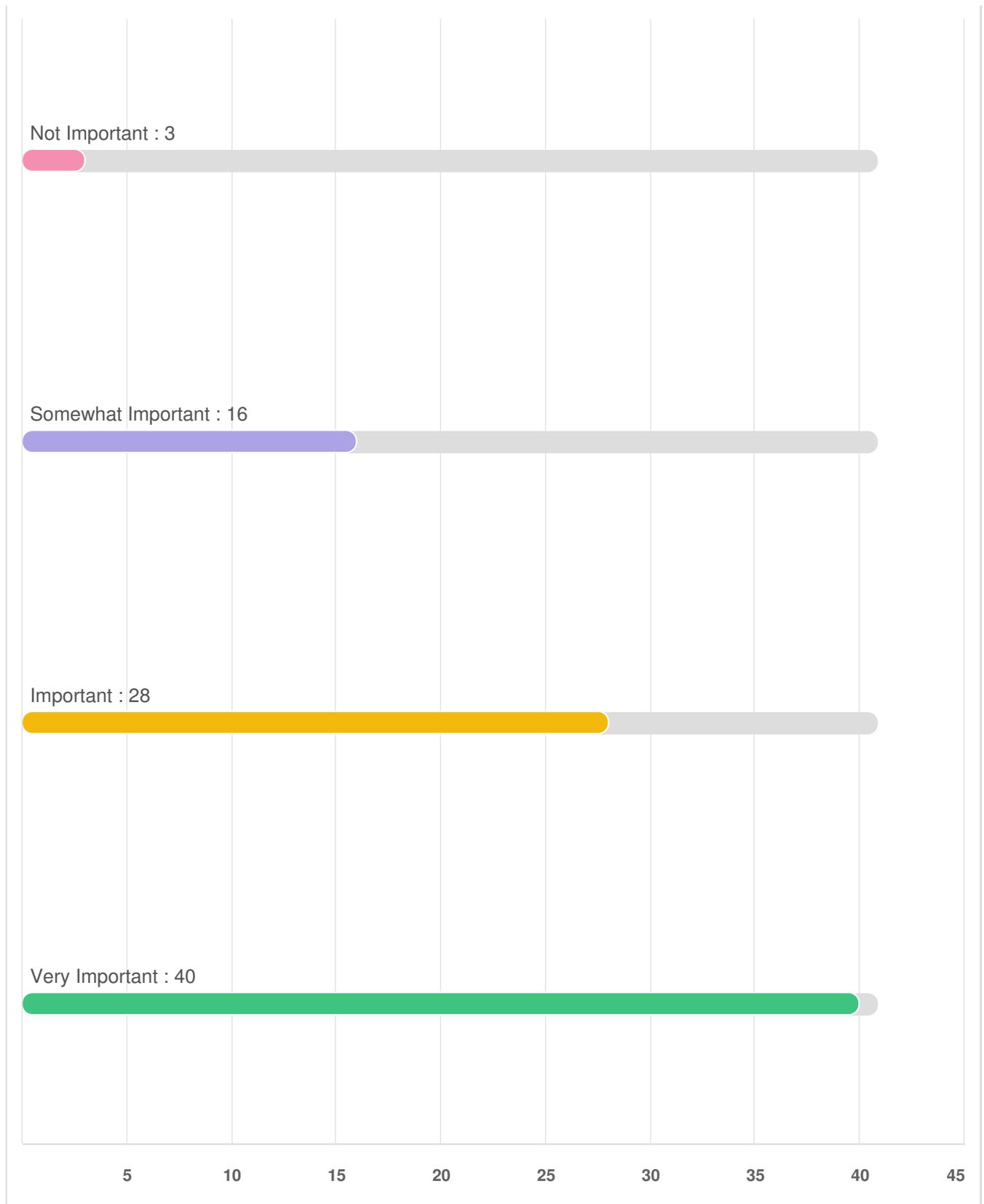
**Q5** How important is it to you that the following parking characteristics are included in the parking bylaw?(Please rate each statement)

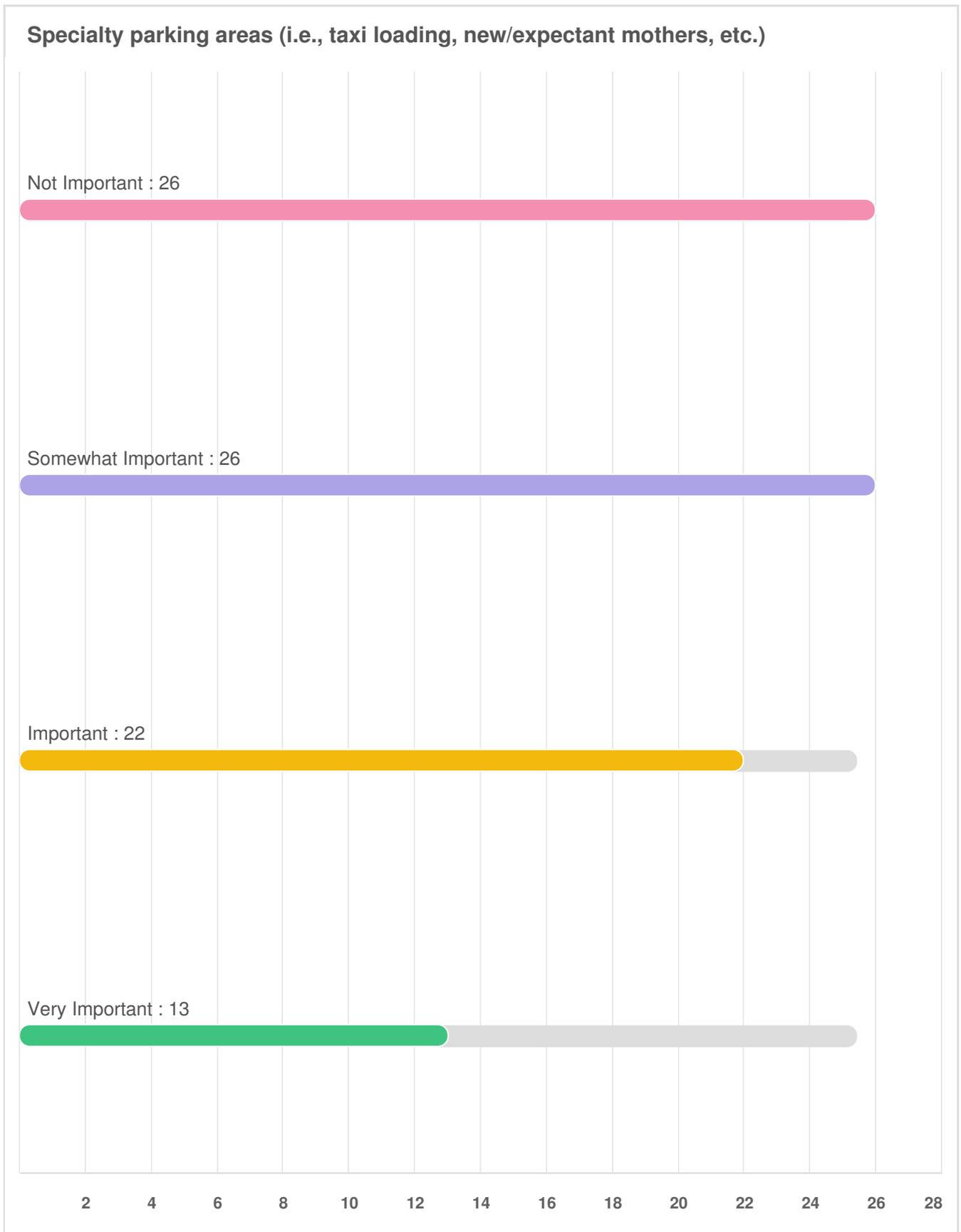


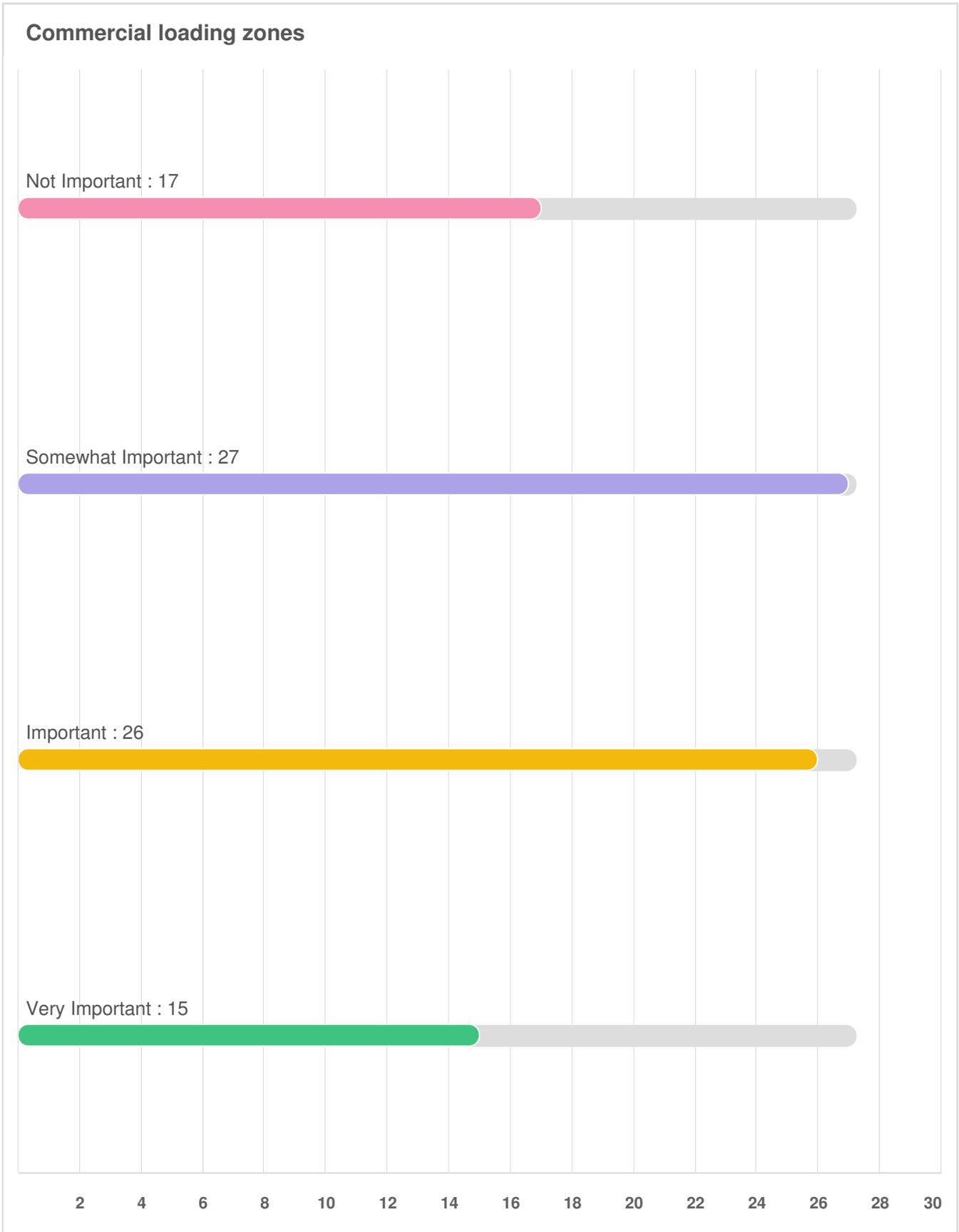
Optional question (87 response(s), 0 skipped)  
Question type: Likert Question

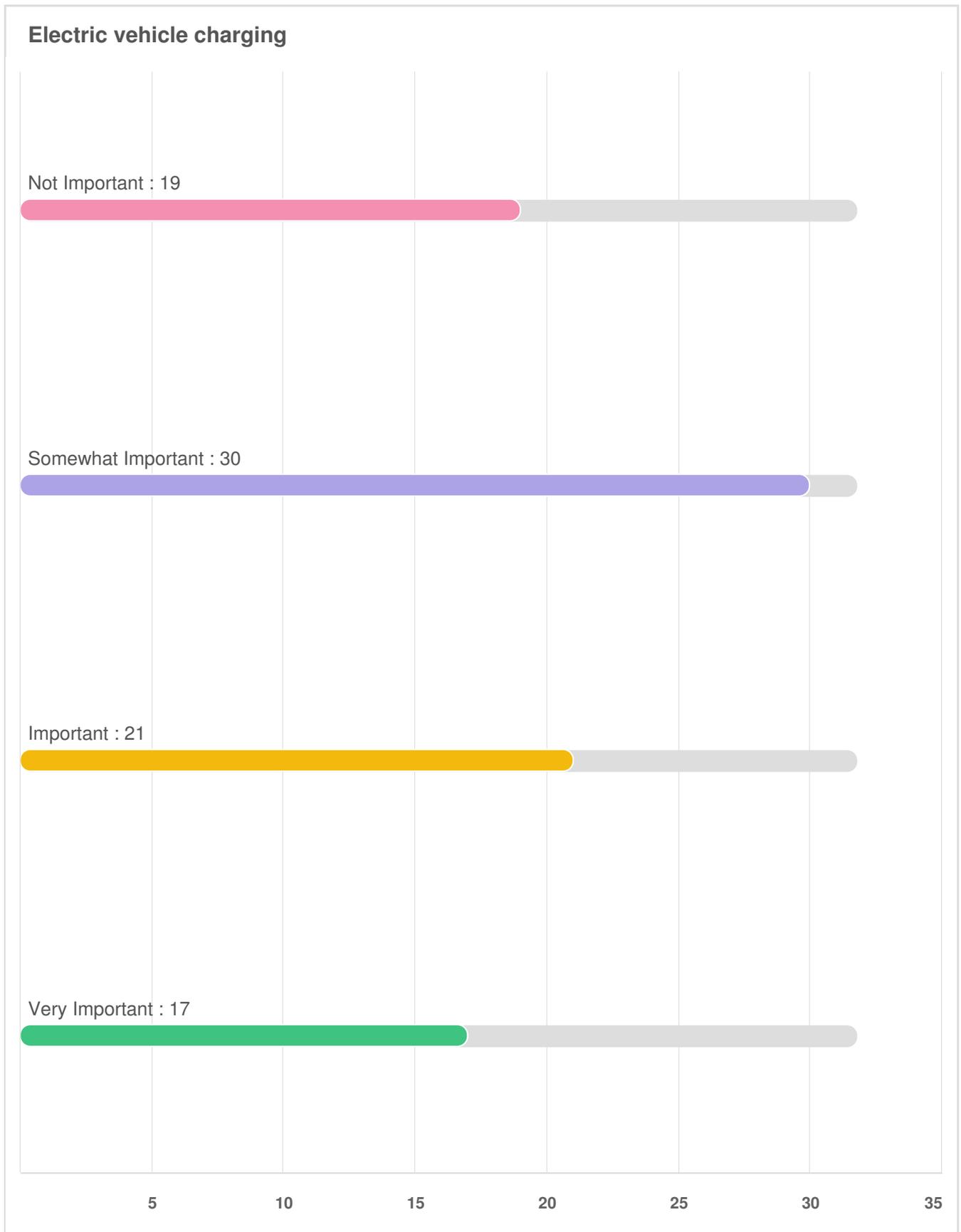
**Q5 | How important is it to you that the following parking characteristics are included in the parking bylaw?(Please rate each statement)**

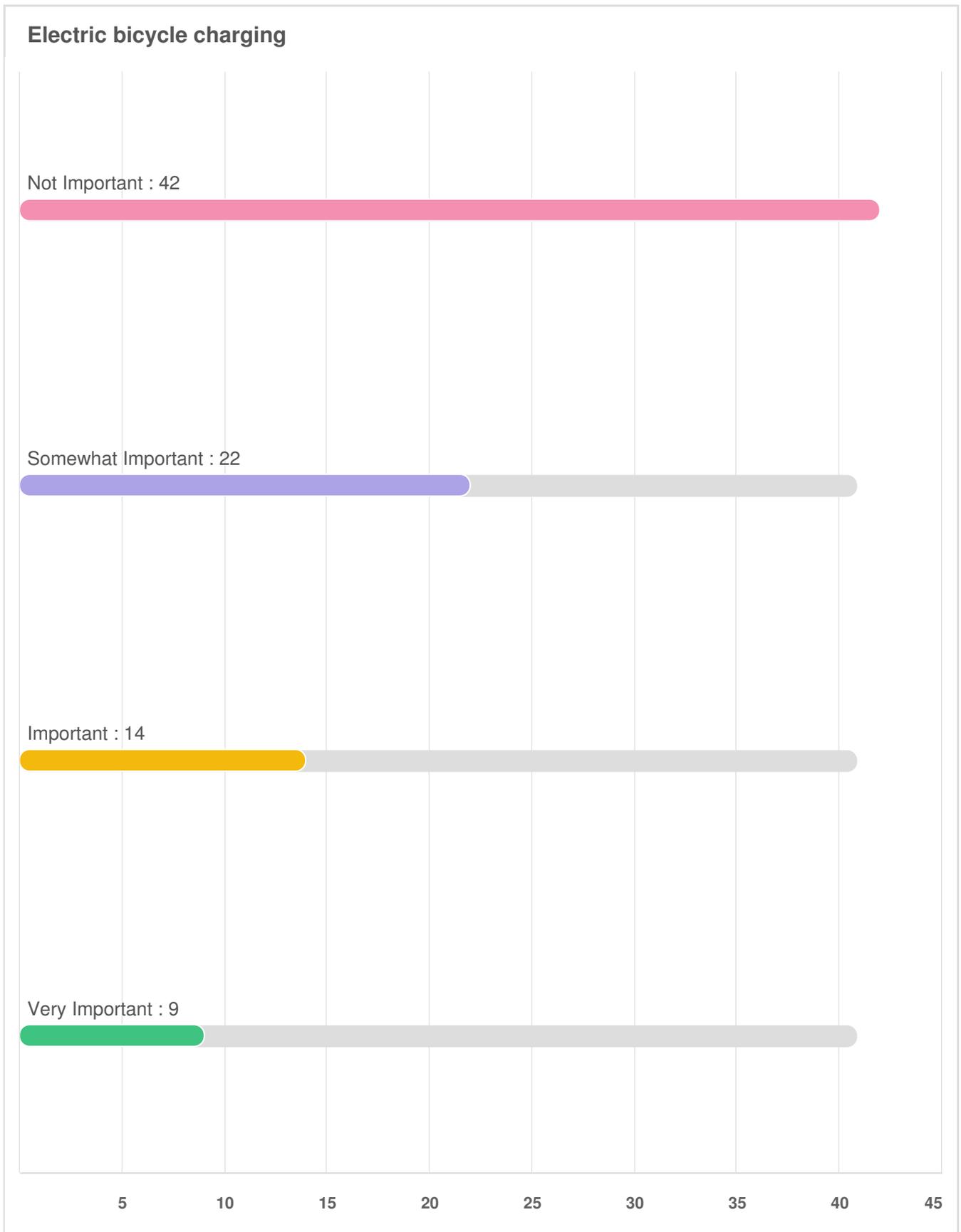
**Accessible parking**

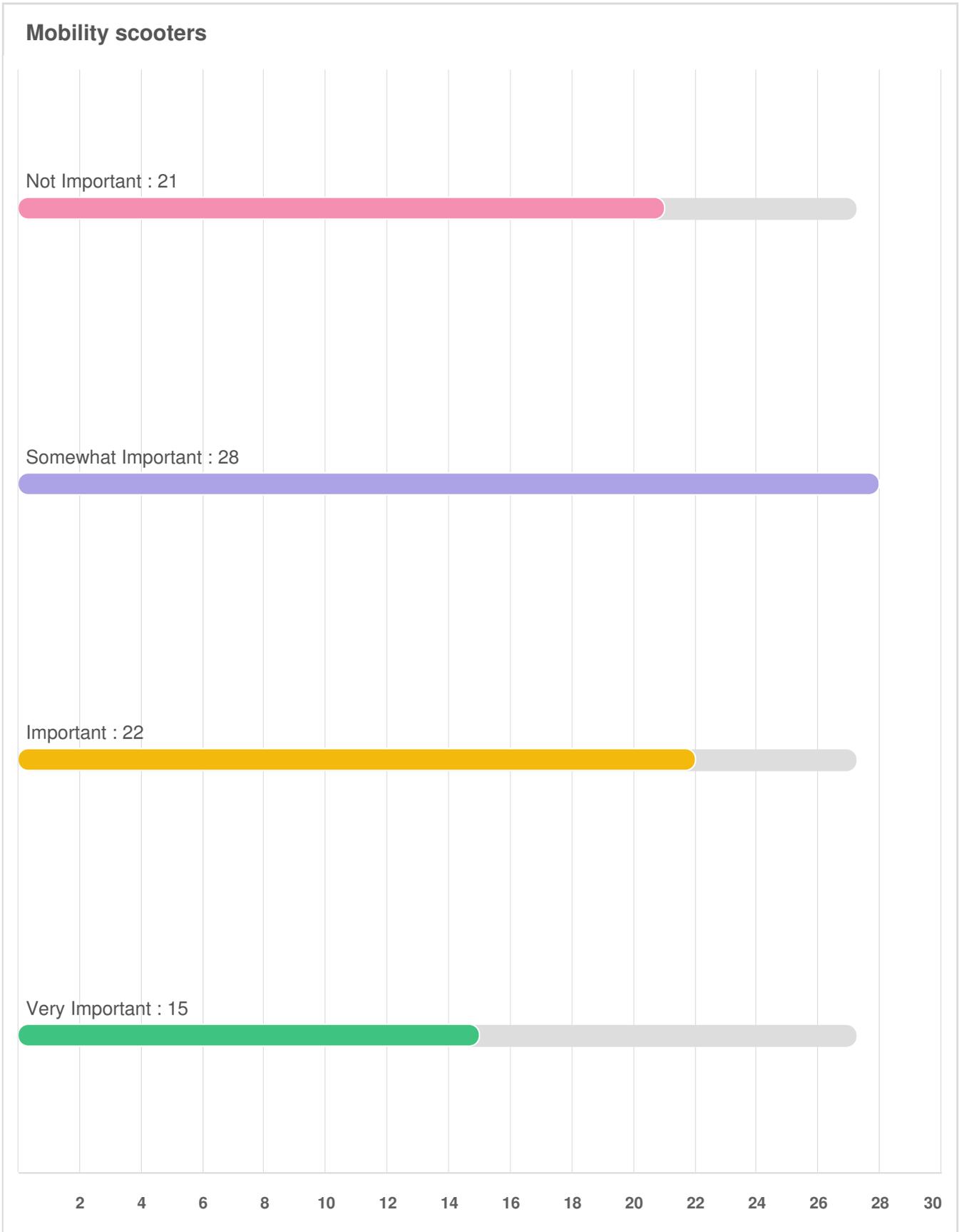


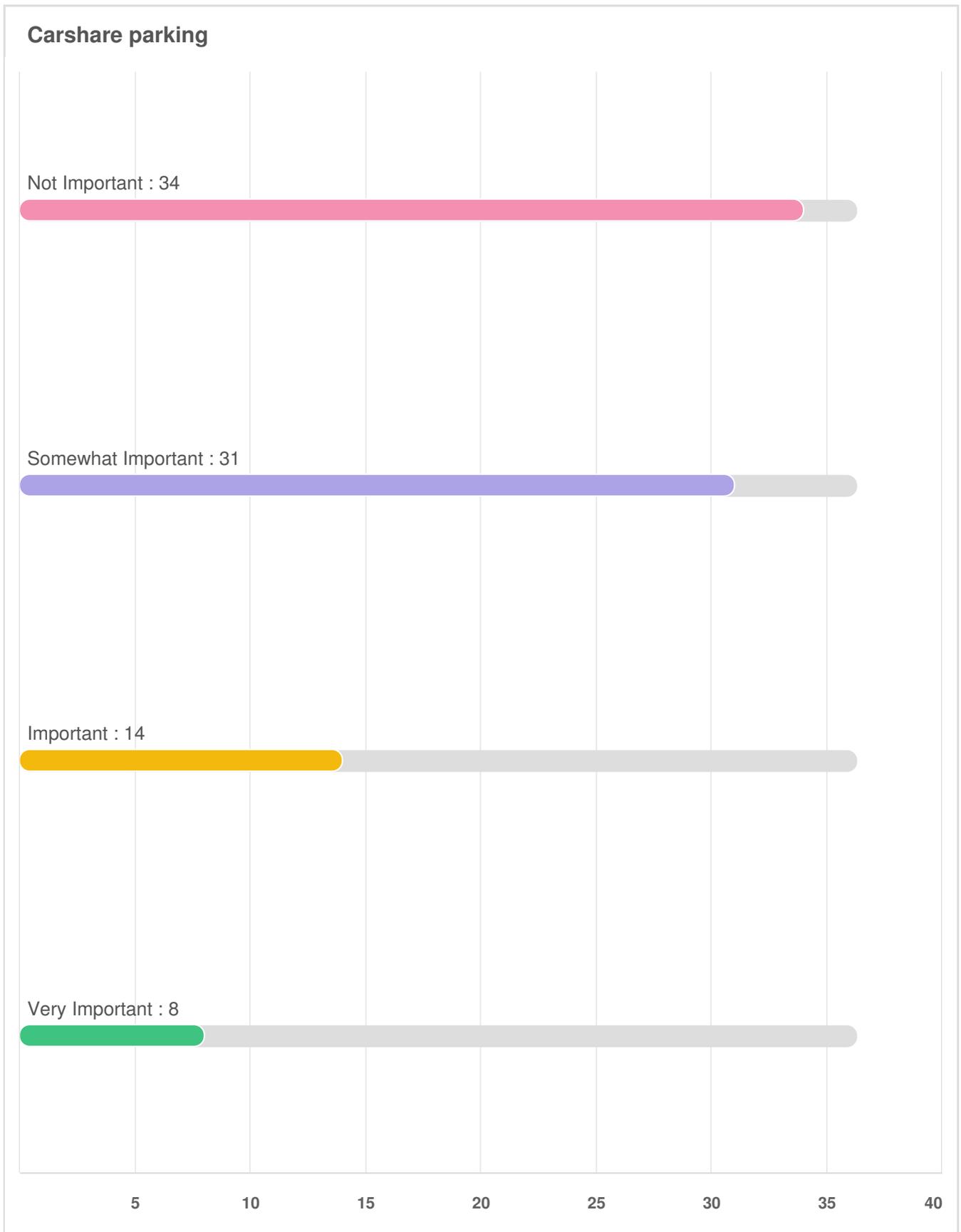


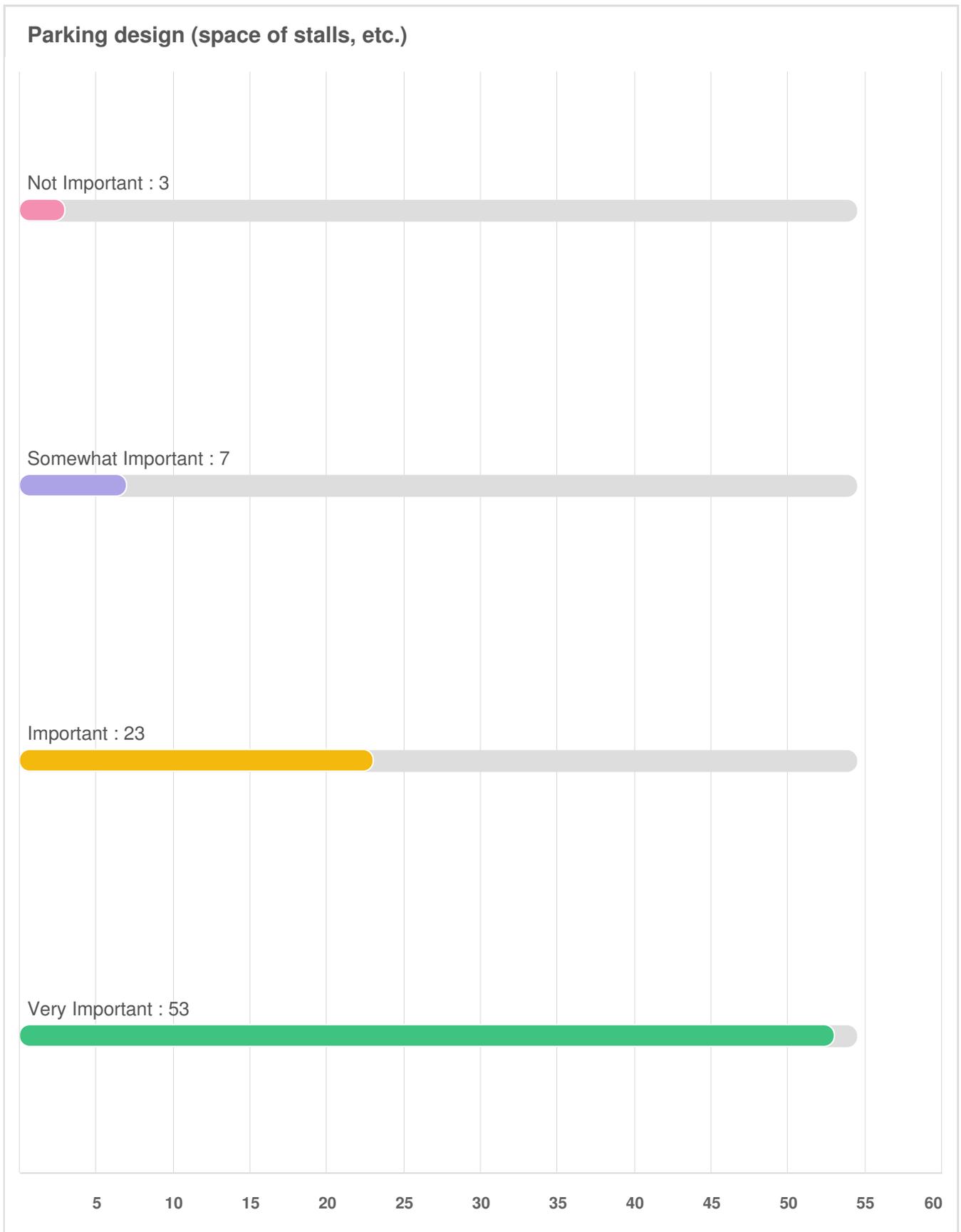




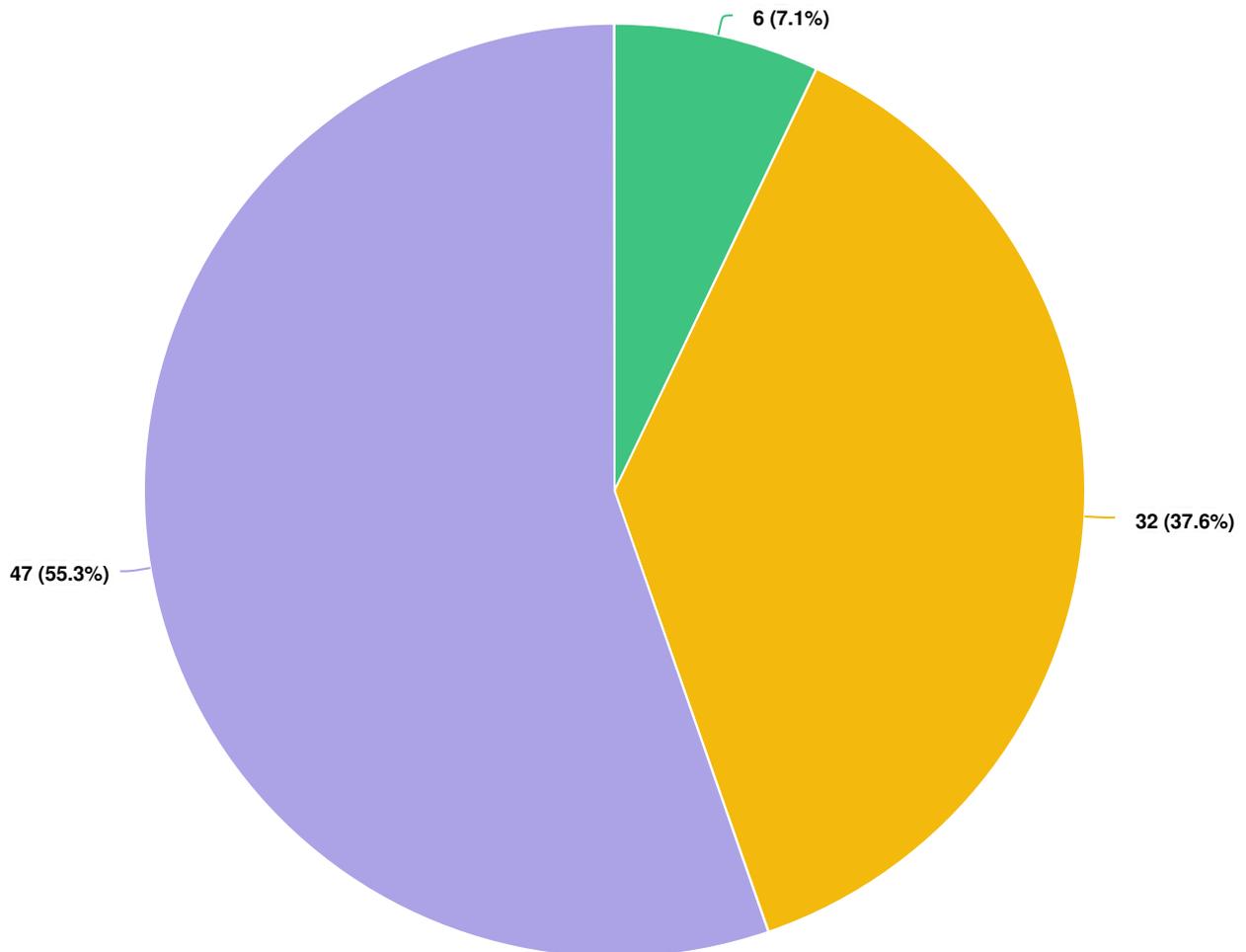








**Q6** How would you describe your experience accessing visitor parking at multi-family residential sites (i.e., apartments, condominiums) in Colwood?(Please choose one)

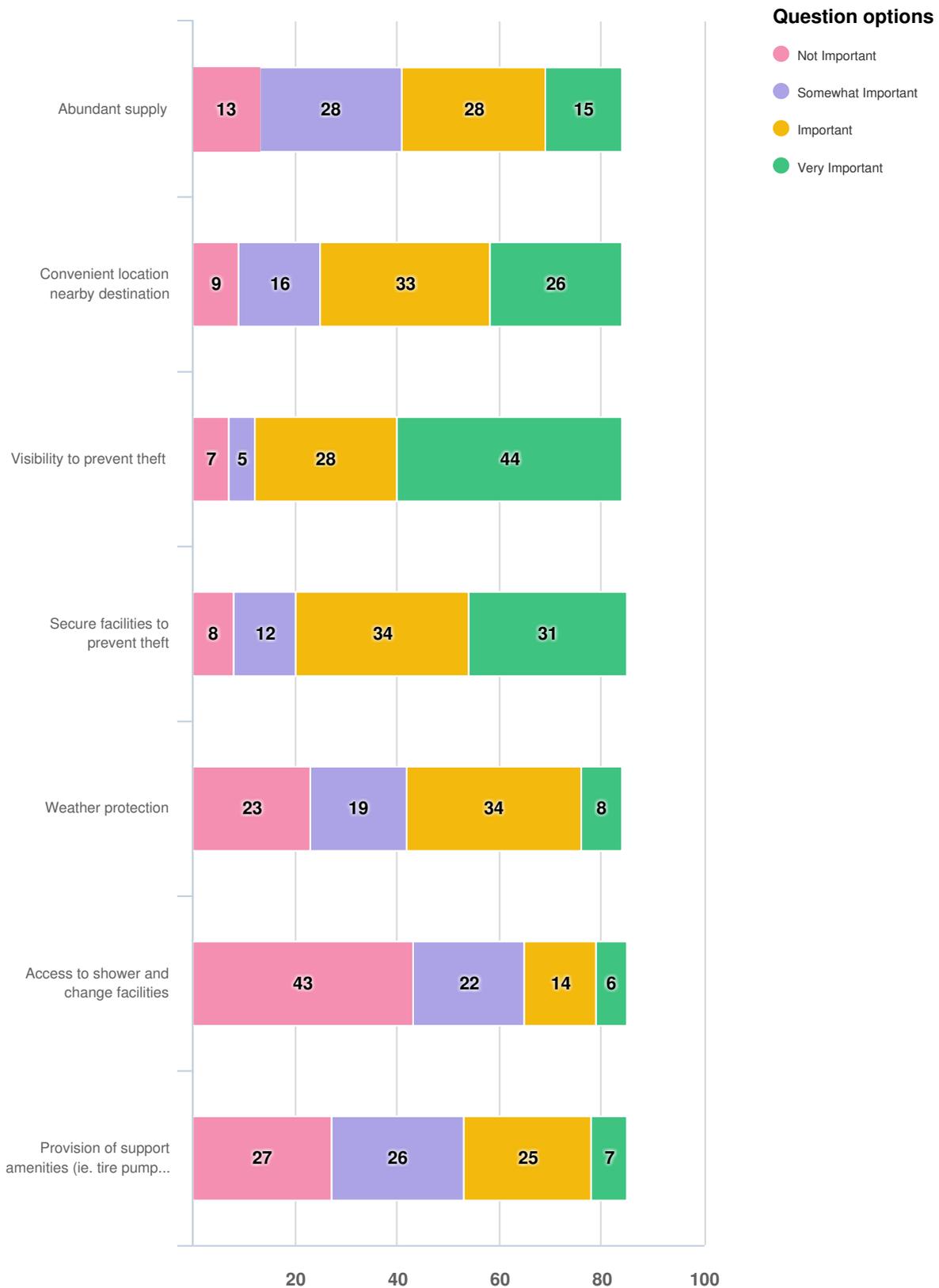


**Question options**

- I rarely find available visitor parking
- I usually find available visitor parking
- I always find available visitor parking

*Optional question (85 response(s), 2 skipped)  
Question type: Radio Button Question*

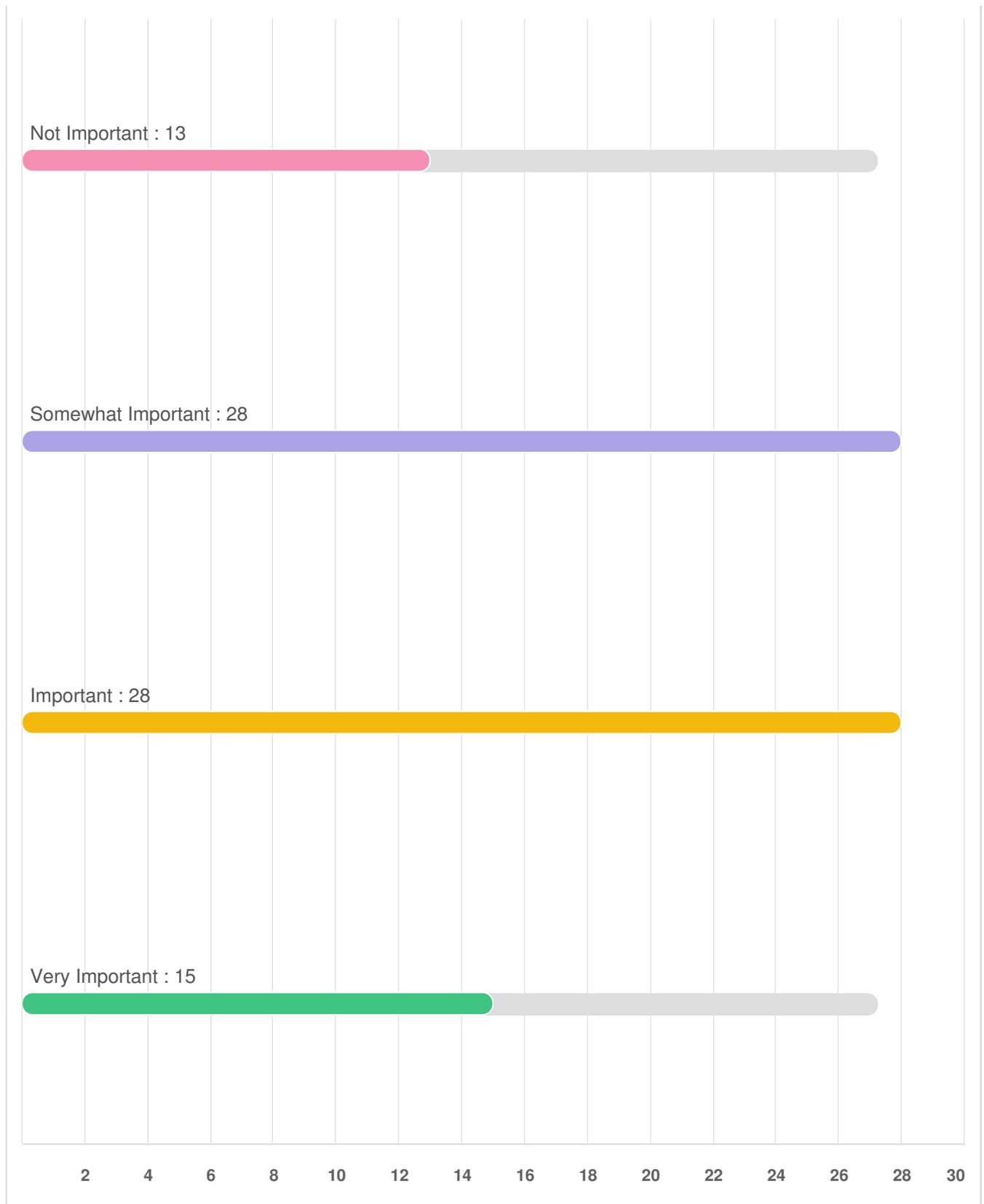
**Q7** | How important are the following characteristics in providing high-quality bicycle parking?  
(Please rate each statement)

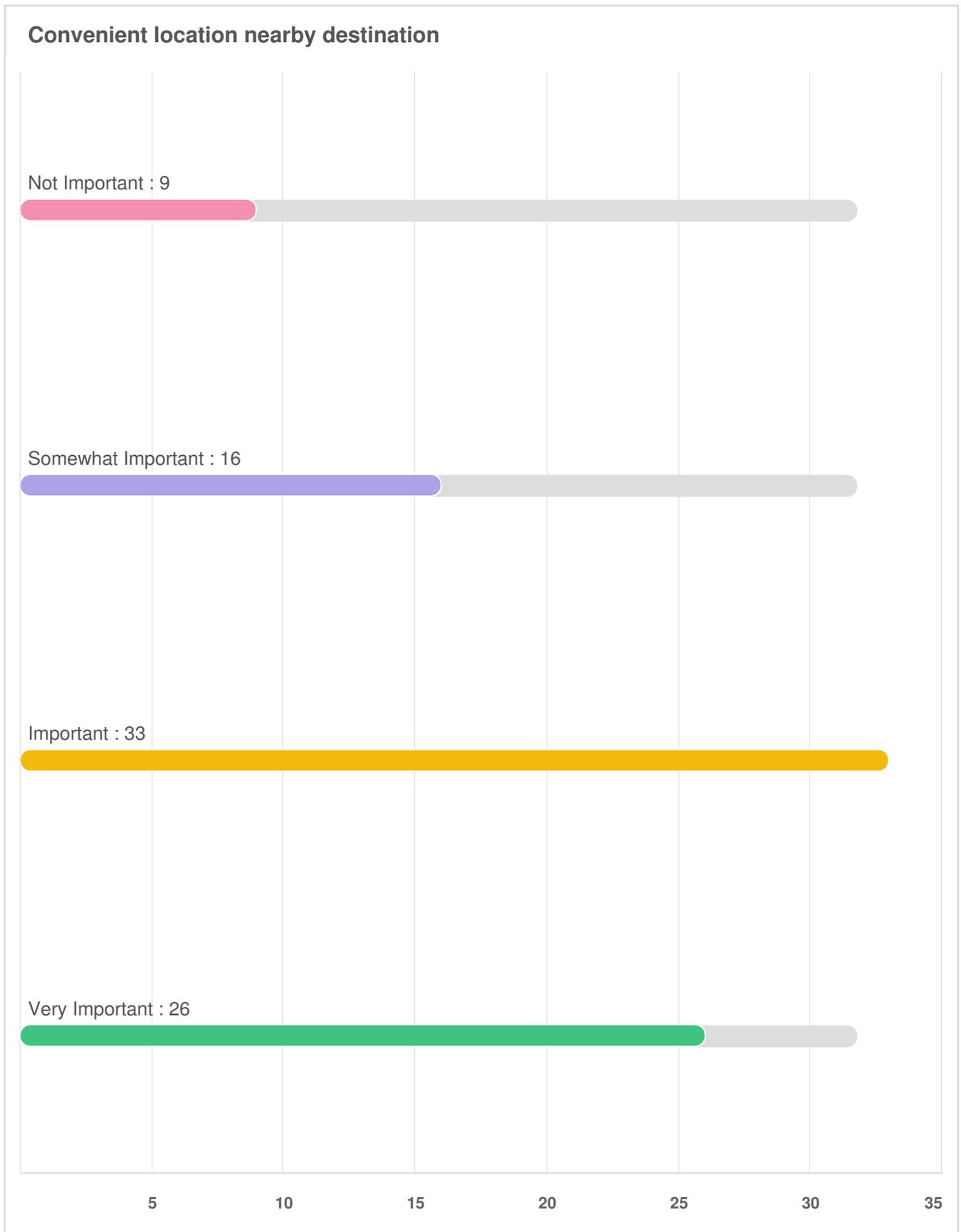


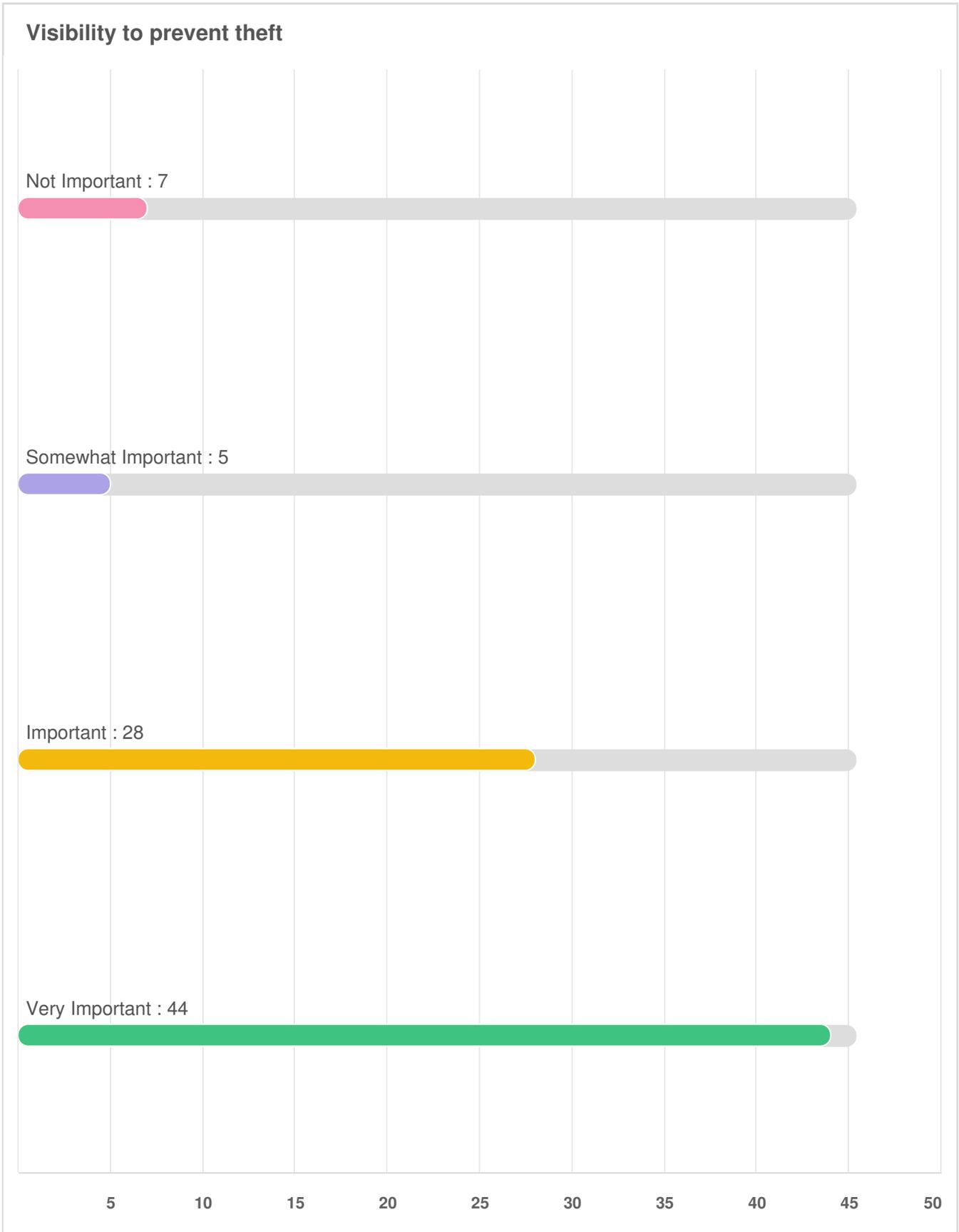
Optional question (85 response(s), 2 skipped)  
Question type: Likert Question

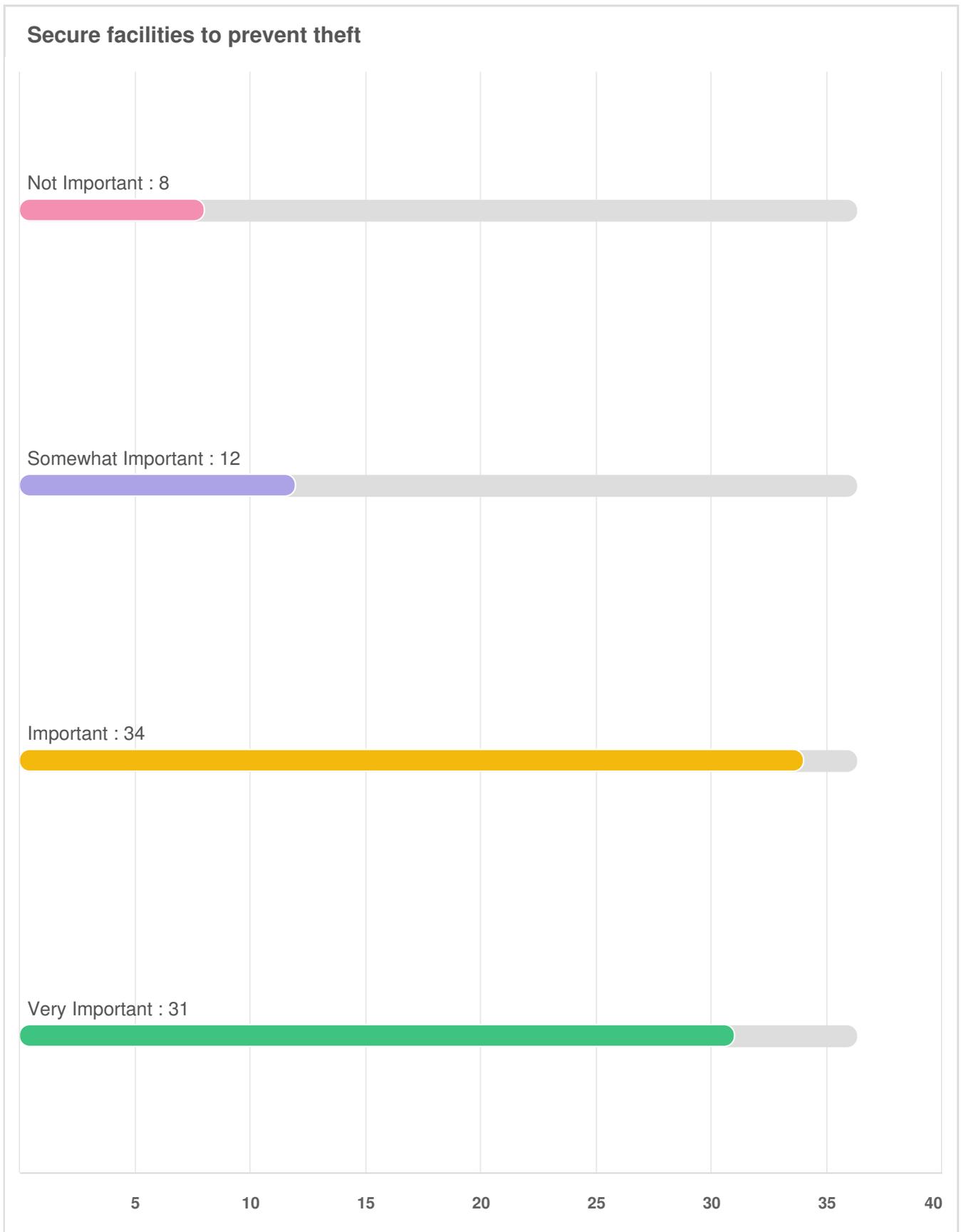
**Q7 | How important are the following characteristics in providing high-quality bicycle parking?(Please rate each statement)**

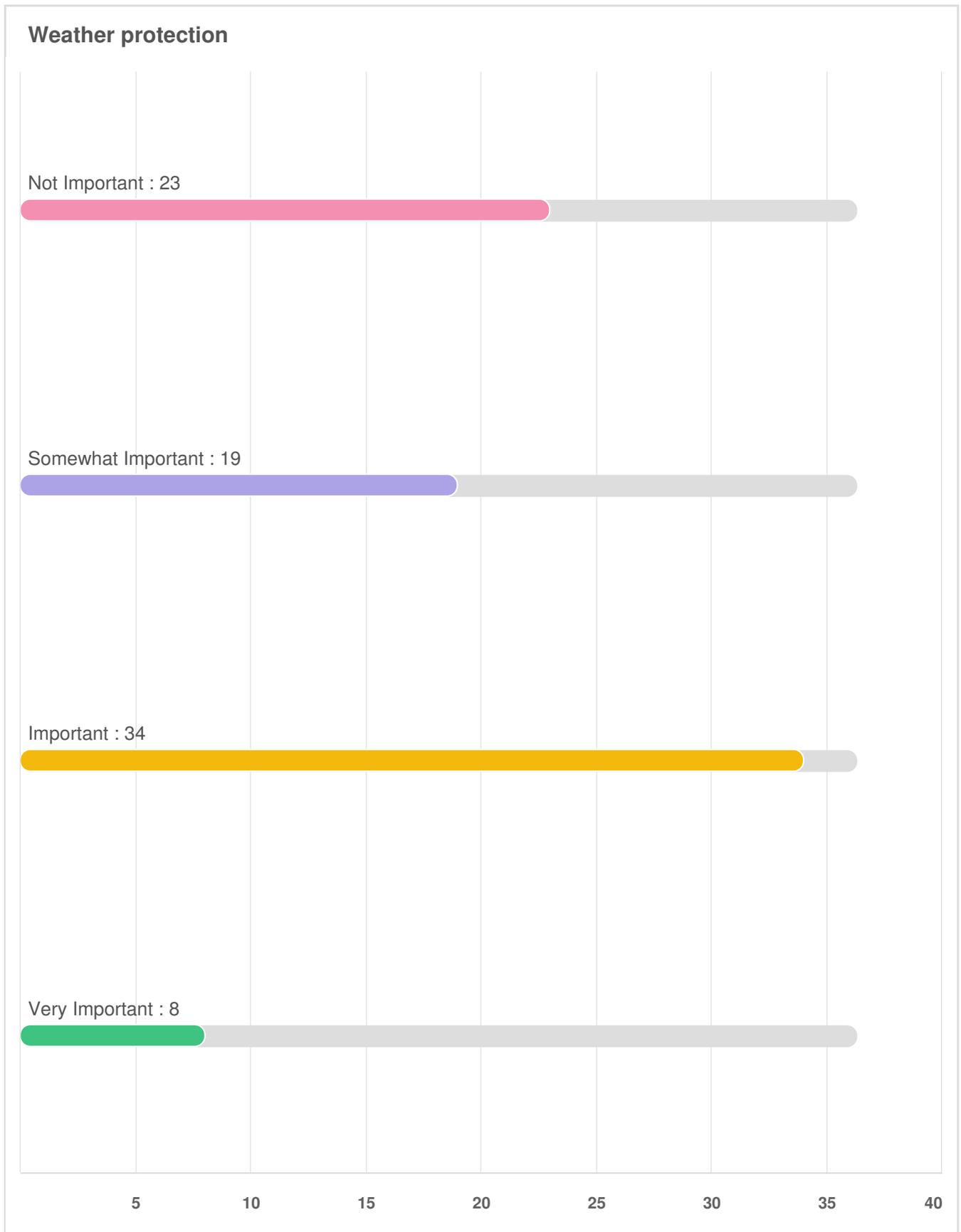
**Abundant supply**

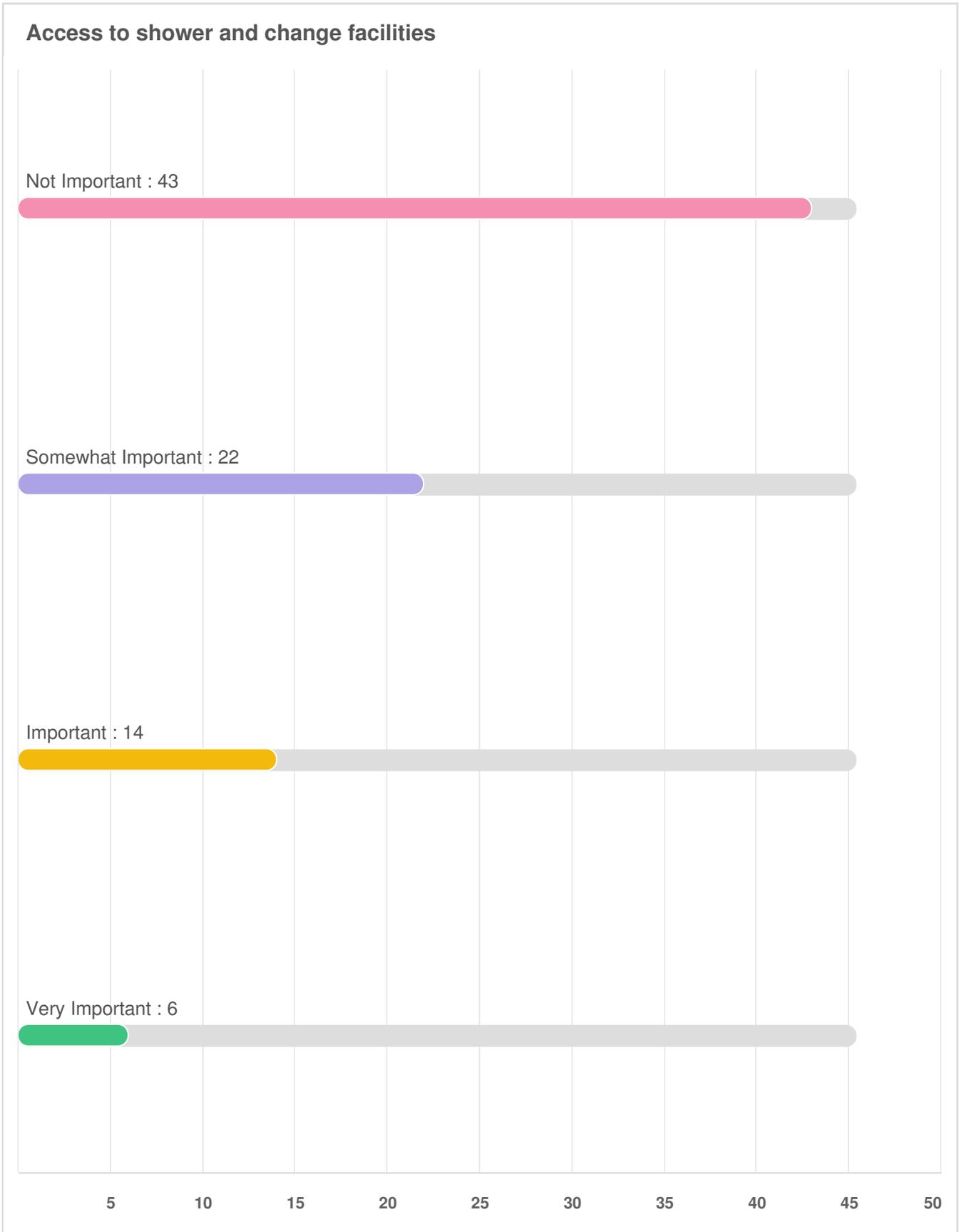


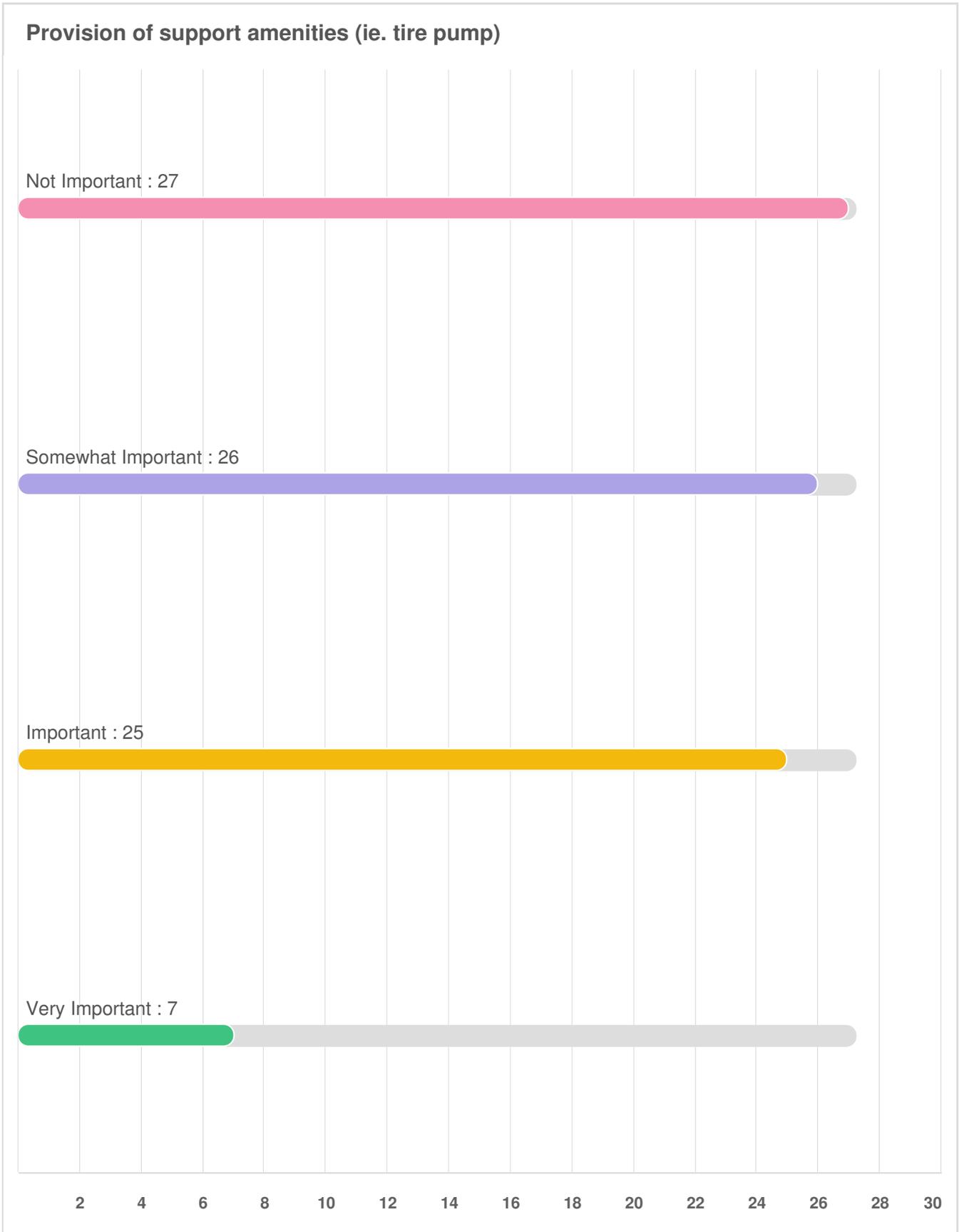




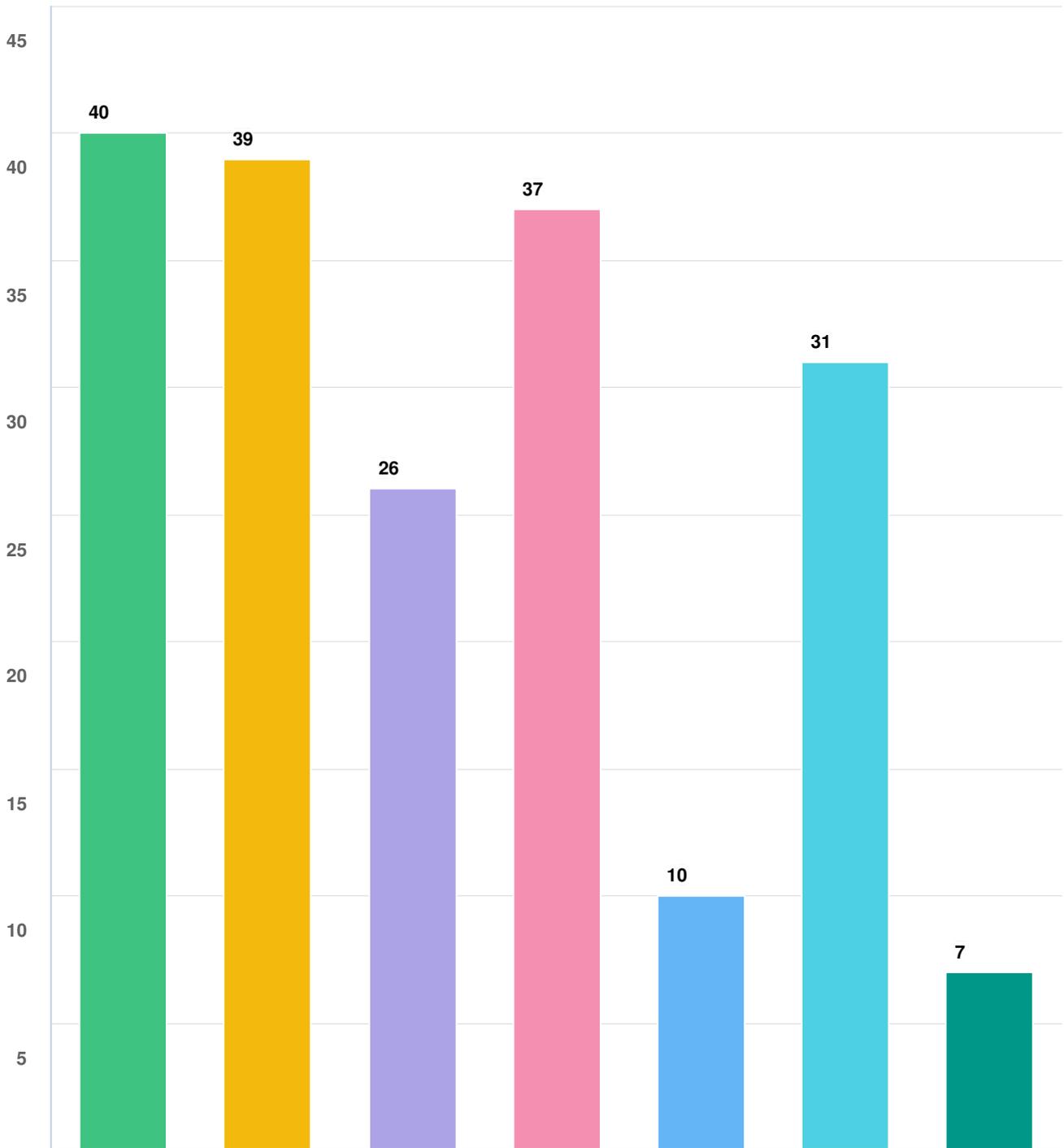








**Q8** Which of the following would encourage you and your family to take fewer trips in your vehicle?(Please choose all that apply)



**Question options**

- Other (please specify)
- We do not wish to take fewer trips in our vehicle
- Carshare / rideshare programs
- Improved transit infrastructure
- Bicycle parking
- Safer, connected cycling facilities
- New or improved sidewalks

Optional question (87 response(s), 0 skipped)  
 Question type: Checkbox Question

**Q9** | **As previously mentioned, off-street parking means parking areas anywhere but on public streets. These are usually parking facilities like garages and lots. Off-street parking can be both indoors and outdoors. Off-street parking also includes private lots, garages and driveways. Do you have anything else related to parking within the City of Colwood you would like to share with us?**

Screen Name Redacted  
8/25/2020 01:45 PM

Requirement for buildings should include off street parking - parkades - for rent or as part of home ownership.

Screen Name Redacted  
9/02/2020 06:02 PM

Parking at the seniors is problematic. Perhaps move the bus hub?

Screen Name Redacted  
9/03/2020 10:36 AM

I guess my first question would be if there is less parking facilities does this just mean more development. We think we are so bike friendly but throwing a path down doesn't make it so. The Belmont market is a prime example of poor parking design . You have to get on your car multiple times should you go to different store. I hope council doesn't let this happen to the new Royal Bay commons. Use little shuttles to get people through the whole complex with minimal parking. Walk and shuttle . Parking could located on site.

Screen Name Redacted  
9/03/2020 10:40 AM

Need larger parking stalls

Screen Name Redacted  
9/03/2020 10:42 AM

I would encourage city planners to take a look at residential streets in the evening hours when people are home. Pin street parking is the norm even in brand new developments. It is terrible to see so many parking on the street. If you reduce parking further, people will park wherever they can and just move their parking down the road in front of their neighbor's house. Plentiful parking makes for safe and attractive neighborhoods.

Screen Name Redacted  
9/03/2020 10:48 AM

Please do not underestimate people's attachment to the freedom of owning a vehicle and using it to get wherever they need to go. If people can afford and are buying detached houses in, for example, Royal Bay, they are not going to be relying on public transportation to get to work, go shopping, etc. They will drive their vehicles. That there is a bus stop close to a house someone is buying is not a selling feature. Many households have 2 or more cars plus boats and recreational vehicles that are stacked up in existing driveways.

Screen Name Redacted  
9/03/2020 10:54 AM

The amount of on street parking should be considered when discussing potential home based business. Along with that business' operational hours. If a business is operating from home during regular hours this would likely have little to no impact on the residential infrastructure. When applying for a business license this should be discussed.

Screen Name Redacted  
9/03/2020 10:57 AM

With Colwood's poor/minimal transit system, and the new development bringing more and more people into Royal Bay and other new developments,

parking requirements should not be reduced. Colwood is currently set up as most Canadian cities are where you really do need a car to get around. Bike lanes and sidewalks are also not well developed compared to other areas of Victoria. Until Colwood can implement better alternatives to cars they should not make it harder for people to get around by the only means that is really available (personal vehicles). To reduce the parking available for housing and for commercial/retail spaces would just create frustration as cars spill onto residential streets or people choose to drive elsewhere (Langford) to shop. Before making changes to parking bylaws Colwood should really be putting more energy and resources into preparing infrastructure and transit options for a booming population.

Screen Name Redacted

9/03/2020 11:03 AM

With the number of new families moving in, it is essential to provide more parking spots due to visiting relatives from areas like Sidney etc. Having a good amount of parking is essential in this case as many people live all over Victoria and older relatives typically don't bus

Screen Name Redacted

9/03/2020 11:11 AM

Off-street parking can be updated in the future as bike parkings or something worthy. We really need to make sure everyone gets the space to use until transportation systems in this area gets available.

Screen Name Redacted

9/03/2020 11:16 AM

I believe multi car families should be required either by city or Strata to park within their designated spots ONLY. Same with single family. Neighbors of mine have 3 cars and a 2 car garage that they don't use. Resulting in 2 cars in driveway and 3rd in street always thereby limiting visitor space. Not very neighborly.

Screen Name Redacted

9/03/2020 11:31 AM

Parking is becoming an issue in newer part of Royal Bay. I see that on Ryder Hesjedal way that people with multiple cars hoard the parking bays while use their garages as storage or work shops ! People should apply for parking permits and parking should be enforced for long term parking.

Screen Name Redacted

9/03/2020 11:51 AM

apartments, condos etc. need visitor parking or visitors will not come to visit i.e. on special occasions ( Christmas, birthdays) . you need enough so numerous tenants, owners can have company. If there is no parking, no one will want to come and visit, thus this causes isolation to anyone living in these buildings. businesses need enough parking or their business will suffer, as no one will want to shop there. you need to remember that not all people are young and healthy to be able to ride bikes, or walk. Also public transportation is not available on every street.

Screen Name Redacted

9/03/2020 11:52 AM

More parking needs to be provided in new developments such as Royal Bay!

Screen Name Redacted

9/03/2020 12:01 PM

Already people park on my road as there isn't enough parking on their street (Gurunank Lane). This is a concern. It feels like Colwood wants to reduce parking because it's the right thing to do (gets people biking, lowers emissions etc.) but people are NOT going to do this= make sure there is adequate parking

Screen Name Redacted

9/03/2020 12:02 PM

People rent out their houses and some rent out their illegal basements. The renters and homeowners are taking more bays spaces. The next door renter to us have 5 vehicles combined. Two are always parked in the bay and other 3 are parked on the school parking lot. Whereas, all their business supplies are stored in the garage, leaving no space for parking. Another renter on same block is running welding business out of garage and as a result parking their 3 vehicles in the bay. INCREASE PARKING SPACE Hence, the city should not be reducing parking requirements. City needs to have the developer increase parking spaces to accommodate more vehicles. LIMIT ON BAY PARKING Their should be time limit on the bays, since people hog it endlessly. As a homeowner, we park both of our vehicles in out garage. However, once in a while we need to use the bay to offload groceries and kids, but can never fine space. AMENITIES ARE OFFSITE The reality is all the amenities (doctors, hospital, restaurants etc) are not in walking distance. All 5 members of our family's' doctor is in Hillside. There is no way we are going to take buses for multiple trips to doctor.

Screen Name Redacted

9/03/2020 12:19 PM

Buildings certainly don't need less on site parking but more. Our developers MUST not be given reductions in on site parking. I live in Belmont Park on Belmont Road where DND has no street parking on one side and 4 buildings (on private side) are now up, with approx 125 units of 1-2 bdrms and 11 street parking spots. Developers were allowed 1.5 or 1.2 parking spots per unit!!!! Perhaps having some critical thinking and considering the area and availability to appropriate street parking before doing this. We are struggling daily with visitor spots, commercial delivery etc.

Screen Name Redacted

9/03/2020 12:25 PM

Parking stalls are becoming narrow, large SUV's and trucks make it hard to get out of your vehicle properly. Trucks are becoming larger and need more space, same for SUV 's. Commercial trucks parked in residential areas should not be allowed on streets.

Screen Name Redacted

9/03/2020 12:41 PM

Complete sidewalks along Metchosin Rd would be great, but PLEASE leave adequate parking along the road. Many of us have travel trailers and have to briefly park on Metchosin and then reverse into our cul-de-sac in order to get our unit back into our driveway. The clutter of vehicles and idiotic parking in the cul-de-sac is inhibiting resident and utilities access to allow vehicles to turn around.

Screen Name Redacted

9/03/2020 01:19 PM

I believe that the amount of parking currently provided in my area is sufficient. What I do see is an abnormally large amount of cars per household

Screen Name Redacted

9/03/2020 02:46 PM

Bike lanes are used quite a bit in Colwood, especially because there are always riders in training. I believe this encourages others to ride as well. So expanding the bike lines would be most beneficial.

Screen Name Redacted

9/03/2020 06:11 PM

I would hate to see over-regulation of parking in neighborhoods

Screen Name Redacted

Require EV charging facilities for all multi-unit buildings (owned or rental),

Colwood Let's Talk Parking - Feedback Summary

9/03/2020 06:18 PM

require EVSE ready for single family units - follow the Saanich bylaw. Look to the future - what about when shared self-driving cars replace single owner vehicles. Have lots of smaller park and ride facilities scattered throughout Colwood. Start charging a fee for the use of EV chargers.

Screen Name Redacted

9/03/2020 08:49 PM

Need to improve signage to parking lots. The Royal Bay parking lot has no indication it exists to people not from the area. Therefore people park on the street to go to the track and turf and the lot remains empty. The best access is from the lot!

Screen Name Redacted

9/03/2020 09:49 PM

There is not enough street parking to accommodate all of the people who have multiple vehicles but live in condos with reduced parking permitted during planning and build. Most west shore families are 2 car families. Stop giving reduced parking variances to new multi unit buildings.

Screen Name Redacted

9/03/2020 10:11 PM

This survey isn't very well written. It's pretty confusing for the every day man and a lot of ambiguous terms are not clearly defined

Screen Name Redacted

9/03/2020 10:40 PM

read the previous comments, force the developers to create space on their properties and not allow them to use public space!

Screen Name Redacted

9/03/2020 10:41 PM

On street parking on streets without a sidewalk is a problem for pedestrians and child cyclists. Parking at key Colwood attractions is often crowded. The waterfront in particular.

Screen Name Redacted

9/04/2020 08:58 AM

Please increase the number of parking spots

Screen Name Redacted

9/04/2020 10:48 AM

The parking bays in royal bay are lined far to generously, (lined for 3 trucks where 4 would easily fit etc), lining more appropriately would increase parking by at least 20%

Screen Name Redacted

9/04/2020 11:47 AM

Reference the diagram at top. When installing EVSE and dedicated parking. Installing/dedicating an EV parking spot with empty spaces either side, (whether dedicated or not), allows up to 3 EVs access to one unit through sharing. Hang cards may be used on the car that is actively charging indicating time of expected finish and permission to unplug. A text message on this card may be sent to owner, if not present, who may then return to unplug or, preferably, activate a release of the charge handle with their phone app. These cards are available from VictoriaEVAssociation.com Multiple units may be spaced every-other spot thereby continuing this efficiency.

Screen Name Redacted

9/04/2020 04:11 PM

Anything that encourages less use of individual vehicles is a good thing. Better public transit, ie more frequency and direct routes outside peak hours.

Screen Name Redacted

9/06/2020 10:52 PM

Some residents and visiting family have only one side of the road to park (no parking on the other side) but the parking is often taken. Please help by having resident only parking in areas where only one side of the road is only available for parking or in popular destination areas where residents live. Thank you for your incredible work over these COVID times

Screen Name Redacted

9/08/2020 12:19 PM

This survey is inherently designed to support the desired outcome (reduced parking) and therefore is a waste of time. It's so frustrating that Colwood refuses to engage with the public in a transparent and agenda-free manner. Parking in Colwood will remain a priority for residents for many years due to geography. This is not an urban area. It's rural, and people travel for amenities and work/school etc. Bike parking is so far down the scale here it's ridiculous to even include it on the survey!

Screen Name Redacted

9/08/2020 12:55 PM

You should outsource questionnaires so they are unbiased and clearer.

Screen Name Redacted

9/08/2020 02:39 PM

In royal Bay we have neighbors which continually occupy the on street parking. It's difficult when family comes over and there isn't anywhere to park. There are also parking issues related to the high school during the day and the usage of the sports field at night. These problems exist before any commercial developments are in place. As a resident my fear is that this problem will only exasperate once commercial properties are developed. The plans for 360 Latoria are concerning as there doesn't appear to be adequate parking set aside for the commercial space planned.

Screen Name Redacted

9/08/2020 03:00 PM

Would like to have it mandatory that people park parallel to the road.

Screen Name Redacted

9/08/2020 03:19 PM

Having sufficient parking for publicly owned buildings (Eg Westshore Rec Facilities) and at bus terminals is extremely important. Currently parking overlaps for these, and is a constant pain for all users.

Screen Name Redacted

9/08/2020 04:02 PM

Spacing between parking spots should be larger ... Costco is the gold standard

Screen Name Redacted

9/08/2020 05:50 PM

New building developments need to have adequate parking spots for each unit plus visitor spots, otherwise extra traffic and congestion spills out onto residential roads. Driveways of new developments need to be wide and large to accomodate min two larger vehicles. Most families now own two cars so minimum requirement should be two spots per unit plus visitor spots. Parking lot for people taken the bus at West Shore Rec needs to be either larger or more lots available to reduce parking on road.

Screen Name Redacted

9/08/2020 05:56 PM

No.

Screen Name Redacted

9/08/2020 08:16 PM

Some people appear to be parking in some very inappropriate place which blocks your vision of on coming traffic at intersection.

Screen Name Redacted

9/08/2020 08:29 PM

No

## Colwood Let's Talk Parking - Feedback Summary

Screen Name Redacted

9/08/2020 09:25 PM

If I can't park there, I can't shop there. Simple as that.

Screen Name Redacted

9/08/2020 09:33 PM

Off street parking should be limited to persons living or visiting the house they are parking in front of. Our neighbour rents his house out (2-3 suites). We constantly have his tenants parking for weeks at a time in front of our home. There's nothing we can do. I've called bylaw. We pay taxes. They don't but yet I can't park in front of my own home bc some tenant is from a house down the road.

Screen Name Redacted

9/08/2020 09:33 PM

Apartments need 1.5 parking spots per unit and electric charging units.

Screen Name Redacted

9/08/2020 09:50 PM

Secondary suites are supposed to provide off street parking, but bylaw enforcement NEVER enforce this.

Screen Name Redacted

9/09/2020 01:46 AM

We need some roads widened and sidewalks added

Screen Name Redacted

9/09/2020 11:07 PM

Until there is better infrastructure available people will both need and want to use personal vehicles. New homes should have ample spaces provided for working families, especially if that home has a suite as well.

Screen Name Redacted

9/10/2020 07:28 AM

Should have no overnight parking on road sections like Aldeane at Sooke road

Screen Name Redacted

9/16/2020 11:17 AM

I strongly support reduced parking space requirements for both new and existing developments in order to 1

Screen Name Redacted

9/18/2020 02:41 PM

When designing or approving the design of off-street parking facilities, please be mindful of the proposed landscaping bordering entrances/exits. Often when trying to exit, the type of shrubbery impedes visibility causing a safety issue.

Screen Name Redacted

9/20/2020 03:14 AM

The only full public lot I've ever seen is the transit park and ride, but the solution to that is better bus service off the 50. BC Transit's role, but important consideration in general parking demand.

**Optional question** (53 response(s), 34 skipped)

**Question type:** Essay Question



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(250) 220 7060 | [urbansystems.ca](http://urbansystems.ca)



WORKING PAPER NO.3  
**Strategic Directions**

November 27, 2020

**URBAN**  
SYSTEMS

Submitted to

**City of Colwood**

Victoria, BC V9C 1R1

**November 27, 2020**

Prepared by

**Urban Systems**

312, 645 Fort Street  
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**URBAN**  
S Y S T E M S

Contact

**Dan Casey**, RPP MCIP  
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File no. 003181.0010.01

## Summary

The City of Colwood has identified the need to update its off-street parking regulations to better align with established City policies and ensure appropriate parking provisions in future development. This is particularly important given the on-going rate of growth in Colwood and to ensure that the parking associated with each new development reflects the community's vision.

This document (Working Paper no.3) is the third of three working papers being developed as part of the process of reviewing off-street parking regulations. It provides an overview of the preliminary recommendations for the new off-street parking regulations and parking variance policy. Directions in this document have been established based on the technical analysis and best practices review contained in Working Paper no.1, as well as feedback from Colwood residents and stakeholders described in Working Paper no.2.

### **Vehicle Parking Supply**

A new approach to parking requirements is being recommended to better align with the City's over-arching policy objectives related to compact development patterns, complete communities and encouraging a shift to active and sustainable transportation modes.

The recommended approach to establishing off-street parking supply requirements includes the following key components:

- 1.** A new system of minimum and maximum parking supply requirements that gives greater certainty in the parking supply that will accompany each land use and protects against excessive parking supply, particularly in locations where it may be especially detrimental to compact development and urban design objectives.
- 2.** A clear differentiation in parking supply requirements between identified urban areas and the remainder of the municipality, where the required supply in areas of higher density, mixed land uses and access to public transit would typically be 20-30% less than in other areas.
- 3.** Encouragement and support for development that aligns with City objectives, such as opportunities for enhanced facility design and funds for active transportation infrastructure where minimum or maximum supply requirements are exceeded.

A detailed minimum parking supply rate table has been developed that includes updated land use designations and parking supply rates that better reflect actual parking needs. This is achieved through data collection and analysis of local parking demand (summarized in Working Paper no.1) and comparison to parking supply rates in representative communities. A standardized expression of parking supply rates is identified to afford better understanding of requirements and greater certainty for both the City and development community.

A cash in-lieu of parking policy is identified as an opportunity to provide flexibility to applicants where the minimum parking supply requirement cannot be met or there is a desire for reduced parking supply, while allowing the City to build funds to support walking, cycling and public transit infrastructure.

## **Parking Variance Policy**

An important component that will result from this process is a Parking Variance Policy that clarifies the key criteria that the City will consider in evaluating a parking variance request. The key components to the variance policy identified in this document include the following:

- Housing Diversity – In Multi-Family Residential uses where market rental apartment or affordable housing arrangements are anticipated to result in reduced parking demand over what is otherwise expected.
- Transportation Demand Management (TDM) – Provision of targeted programs / strategies that result in reduced parking demand, including carshare, public transit, bikeshare, and bicycle facilities beyond what is required in the Bylaw.
- Shared Parking – Where it can be demonstrated that the land uses of a particular site exhibit complementary parking demand characteristics and the overall site parking need can be satisfied by fewer parking spaces due to sharing.
- Facility Design - Enhanced parking facility provision aligned with City policy objectives, either the provision of structured parking in-place of surface facilities and/or enhanced surface parking lot design to include pedestrian facilities, landscape/trees, stormwater management provisions, or other enhancements beyond what is required in the Bylaw.

A technical study prepared by a qualified transportation professional is recommended to accompany any variance request that demonstrates how the proposal meets the identified criteria, the impact of each on reducing parking needs, and that the proposed parking supply is appropriate.

## Vehicle Parking Design

Opportunities for enhanced off-street parking facility design have been identified in pursuit of facilities with improved efficiency and functionality, as well as better pedestrian conditions and improved environmental performance. Key recommendations include the following:

- Additional parking space width where adjacent a vertical obstruction (i.e., wall, column)
- Options for “tandem” parking arrangements in Single-Family Residential uses where a secondary suite is present and in Townhouse uses
- Requirements for landscape and street trees in larger parking facilities
- Requirements for a dedicated pedestrian walkway in larger parking facilities

Beyond requiring enhanced parking facility design, opportunities for structured parking in place of surface parking, greater landscape / tree provision, stormwater management facilities and enhanced urban design have been identified where applicants are seeking to exceed maximum parking supply rates.

## Specialty Vehicle Parking

Accessible parking requirements are given specific consideration to ensure they meet local needs and reflect emerging best practices. Appropriate accessible parking supply and design provisions are identified through distinct requirements for “limited mobility” and “assisted mobility” parking spaces that respond to the spatial and proximity needs of different accessible parking user groups. Standardized signs and pavement markings are recommended to ensure circulation spaces remain clear, and for easy space identification and to promote standardization throughout the community. The identified requirements are above-and-beyond requirement previously contained in the B.C. Building Code and are a better reflection of accessible parking needs locally.

Electric vehicle (EV) charging requirements have been identified that would require all parking spaces in residential uses to include an “energized” outlet capable of providing EV charging, as well as varying levels of energized outlet provision among commercial and institutional land uses. This will ensure “future proofing” in by ensuring the requisite electrical provisions are in place for when EV charging stations are installed. Standardized signage and pavement markings are also recommended to aid in stall identification. This approach generally reflects the CRD recommendations for application in the region and responds to the desire within Colwood to support expanded use of electric vehicles.

**Bicycle + Mobility Scooter Parking**

Updated bicycle parking supply and design requirements have been identified to improve on requirements in the City's current *Land Use Bylaw*. This includes updated minimum bicycle parking supply requirements for all residential, commercial, industrial and institutional land uses that better reflect current needs and are expressed in a way that is more easily understood and regulated. Requirements for short- and long-term bicycle parking have been expressed distinct from one another to ensure appropriate provision of each.

New bicycle parking design requirements have been identified that ensure short- and long-term bicycle parking facilities are safe and functional. This includes identifying required dimensions for parking spaces, circulation aisles and access doors, as well as distance / access to the building access. Specific recommendations are made for access to wall outlets for electric bicycle ("E-Bike") charging and a requirement for over-sized bicycle parking spaces intended for cargo bicycle, bicycle with trailers, and other larger bicycles.

Recognizing the current challenge with mobility scooter storage and the aging population likely leading to an increase in their use, specific requirements for the supply and design of dedicated mobility scooter parking have been identified. The focus of mobility scooter provisions is in Group Home / Congregate Housing and Hospital uses, but basic requirements are also recommended for most commercial and public / assembly uses.

Cycling end-of-trip facilities have been identified to support commuter cyclists by ensuring appropriate access to showers, change and locker facilities where long-term bicycle parking is provided (excludes residential uses). If included in the *Off-Street Parking Regulations Bylaw*, these facilities will be of significant benefit to commuter cyclist – particularly those travelling over longer distances – and would position Colwood as a leading community in requiring cycling end-of-trip facilities.

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**Appendix A.** Summary of Current vs. Recommended Parking Supply Rates

## 1.0 Overview

The City of Colwood (“the City”) is undertaking a comprehensive review of off-street parking regulations as an opportunity to pursue strategic directions around land use and built form, multi-modal transportation and parking management. Modernized, up-to-date regulations will better reflect City policies and result in a more defensible development approvals process by City staff and Council, greater certainty among the development community, and parking supply rates and facility design requirements that better align with the City’s strategic objectives. The end result will be greater assurance that future development includes desired parking and alternative transportation provisions.

The following will be the key project outcomes:

1. A new *Off-Street Parking Regulations Bylaw* that regulates the supply, design and location of vehicular parking, bicycle parking and related transportation provisions associated with new development.
2. A *Parking Variance Policy* that clarifies the conditions that may support a variance from the new off-street parking regulations, including items such as location, access to transportation options and transportation demand management (TDM).

Research, technical analysis, and community engagement activities are being undertaken to better understand parking needs in Colwood and to support the final regulations. These activities are being documented in a series of “working papers” developed over the course of the project, as follows:

- **Local Understanding + Best Practices**, Working Paper no.1  
Working Paper no.1 provides a general overview of the City’s current policy objectives related to transportation and parking, as well as current off-street parking requirements and how they compare to other communities. Consideration is given to best practices related to bicycle parking, accessible parking, electric vehicle (EV) charging and transportation demand management (TDM).
- **“What We Heard” Engagement Summary**, Working Paper no.2  
Working Paper no.2 is a summary of the public and stakeholder engagement activities undertaken to understand parking needs in Colwood and to test new policy and regulation options.
- **Strategic Directions**, Working Paper no.3  
Working Paper no.3 (this document) is a summary of the key directions and recommendations that will guide the development of the *Off-Street Parking Regulations Bylaw* and *Parking Variance Policy* based on the community engagement and technical analysis summarized in the initial working papers.

## **2.0 Vehicle Parking**

The following section identifies recommended parking regulations for conventional vehicles, including required parking supply rates and conditions where specific supply rates are recommended, as well as design requirements and supporting regulations. Recommendations to specialty vehicle types, such as accessible parking and commercial loading, are contained in **Section 3.0**.

### **2.1 Parking Supply**

The City's existing *Land Use Bylaw* contains minimum parking supply rates for a number of key land uses. These rates ensure that at least the specified amount of parking is supplied, with no upper limit on how much parking may be provided. Current regulations include a number of land uses that are out-of-date (either uses that are infrequently applied or newer uses missing) and with certain rates that are difficult to calculate and/or regulate.

The following section includes a recommended approach to parking supply requirements that reflects the City's established policies and parking supply rates that result in the "right" amount of parking. Of importance, this includes consideration for the parking needs of different locations throughout Colwood, the parking demand characteristics of different land uses, and opportunities to more effectively meet parking needs while limiting the cost and negative impacts of excessive parking provision.

The importance of parking, and particularly parking supply rates, is considered in detail in *Working Paper no.1*. The focus of this following section is on a recommended approach and parking supply rates to be included in the forthcoming *Off-Street Parking Regulations Bylaw*.

#### **2.1.1 Land Use Designations**

The City's current parking regulations specify (common in other communities) that where a land use is not specifically identified with a minimum parking supply rate, the requirements for the most similar use are to be applied. This allows the number of land designations to be limited only to those needed to ensure appropriate parking provision.

One key objective is aligning the land use designations in the new *Off-Street Parking Regulations Bylaw* with designations contained in the *Land Use Bylaw*. This ensures consistency across bylaws in how land uses are being regulated, as well as allows for cross-referencing of land use definitions between bylaw documents. It is acknowledged that the City may update the *Land Use Bylaw* in future and that land use designations in the off-street parking regulations may also require change in future.

Land use designations recommended to be included in the *Off-Street Parking Regulations Bylaw* are included in **Table 1** in the following section. A spreadsheet tracking changes the proposed changes in parking supply rates for land uses currently contained in the Land Use Bylaw is included in **Appendix A**.

## 2.1.2

Minimum parking supply rates are established to ensure that sufficient parking supply accompanies new development. As was described in Working Paper no.1, there is a balance to be struck between ensuring the parking needs of a particular use or site are met while protecting against excessive parking provision that results in a poor use of available land and facilitates vehicle travel over active transportation options.

One of the key tools created to better manage parking supply and to reduce the overall negative impacts of parking lot development is a two-tiered approach to defining minimum parking supply rates. This two-tiered approach provides lower minimum parking requirements in areas of Colwood defined as “Urban Centres.”

Compared to previous off-street parking regulations, minimum parking supply rates are intended to be legible, responsive to Colwood’s vision and planning policy, and informed by current conditions, research, and recognized best practice. The process undertaken to develop minimum parking supply rates is detailed below.

### Supply Rates

Minimum supply rates have been recommended for each of the land use designations identified above in **Section 2.1.1** and in **Appendix A**. Existing rates have been reviewed and where they do not align with key criteria, a recommended new minimum supply rate has been identified. Refer to **Table 1**. The criteria considered in reviewing minimum supply rates include the following:

- City policies with respect to land use / development, sustainable transportation, and parking management.
- Demonstrated parking needs, as determined through the review of vehicle ownership / parking demand described in Working Paper no.1.
- Reference to best practices and minimum parking supply rates in representative communities.
- Shifting trends in parking demands including increasing demand for electric vehicle parking.

Informing minimum parking supply rates based on these criteria ensures that parking requirements in Colwood are grounded in current conditions and policy and are more closely aligned to supply rates in adjacent and similar-sized communities.

## Urban Centre Parking Requirements

Two minimum parking supply rates have been developed (as shown in **Table 1**), one that provides the minimum parking supply rates across Colwood and a reduced minimum parking supply rate established for areas of the City that are identified as urban nodes and / or Transit Growth Areas within the OCP. These areas are outlined in **Figure 1**. The Urban Centres are an amalgamation of the Colwood Corners, Mixed-Use Employment Centre, and Seaside Village designations identified in the OCP, with additional reduced parking areas within a 200-metre radius of Neighbourhood Centres and corridors identified as Transit Growth Areas.

This two-tiered approach to applying minimum parking standards is designed to incentivize the sustainable development of urban nodes along proposed transit corridors and convenient access to a variety of commercial amenities. Dual parking requirements balance parking demand between these nodes and surrounding areas that will continue to require regular use of single-occupancy vehicles. This is intended to reduce single-occupancy vehicle dependency in areas well serviced by transit, as well as limit the overall amount of parking in these locations to promote quality urban design and people focused spaces. This approach supports a number of key OCP objectives including reducing greenhouse gas emissions and incentivizing higher density development.

## Unit of Measure

Where possible, units of measurement used to express parking requirements are to:

1. Be based on land use measures (i.e., floor area or units), rather than those that are not easily measured or may change over time (i.e., employees, washing machines).
2. Be expressed as a standardized unit of measurement (i.e., spaces per unit).

This approach contributes to the legibility of off-street parking requirements by ensuring that parking supply rate units are clear and consistent.

## Land Use Organization

The minimum parking supply rates table contained in the bylaw is to be separated into land use sub-sections for enhanced legibility and to allow for requirements to apply to broad land use classes (i.e., residential). The following sub-sections are to be included:

- Residential
- Commercial
- Industrial
- Institutional, Cultural + Recreational

The recommended minimum parking supply rates are identified in **Table 1**. A maximum parking supply is also recommended that prevents against excessive parking supply in defined areas of Colwood, as described in **Section 2.1.4**.

**FIGURE 1.** URBAN CENTRE AREAS ELIGIBLE FOR REDUCED PARKING REQUIREMENTS



**TABLE 1. RECOMMENDED MINIMUM PARKING SUPPLY RATES**

Use	Parking Requirement		Minimum Energized Spaces
	General	Urban Centre	
<b>Residential</b>			
Residential, One-family Dwelling	2 per dwelling unit		100%
Secondary Suite	1 per dwelling unit		100%
Duplex	2 per dwelling unit		100%
Attached Housing (including Triplex, Rowhouse and Townhouse)	2 per dwelling unit	1.5 per dwelling unit	100%
Residential, Multi-Family (Apartments)	1.0 per bachelor dwelling unit	0.8 per bachelor dwelling unit	100%
	1.25 per one-bedroom dwelling unit	1.0 per one-bedroom dwelling unit	
	1.6 per two-bedroom dwelling unit	1.3 per two-bedroom dwelling unit	
	2.0 spaces per dwelling unit greater than two bedrooms	1.5 spaces per dwelling unit greater than two bedrooms	
Congregate Housing and Group Home Use	0.25 per dwelling unit		5%
<b>Commercial</b>			
Animal Hospital	1 per 20m <sup>2</sup> of gross floor area		0
Automotive Sales and Repairs	1 per 35m <sup>2</sup> of gross floor area		10%
Bank	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	10%
Boat Sales and Repairs	1 per 40m <sup>2</sup> of gross floor area		10%
Building Material Supply	1 space per 80m <sup>2</sup> of gross floor area		10%
Furniture and Appliance Sales	1 space per 80m <sup>2</sup> of gross floor area		10%

Use	Parking Requirement		Minimum Energized Spaces
	General	Urban Centre	
Gasoline Service Station and Car Wash	1 per 30m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area	20%
Hotel, Motel, Bed and Breakfast, and Other Short-Term Accommodation	1 per rental room		10%
Live / Work Studio or Home Occupation	1 per business in addition to the requirement for residential parking	N/A	10%
Nurseries and Greenhouses	1 per 35m <sup>2</sup> of gross floor area used for retail use		0
Offices	1 per 35 m <sup>2</sup> of gross floor area	1 per 45 m <sup>2</sup> of gross floor area	10%
Offices, Medical	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	10%
Personal Service	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	10%
Public House and Brewhouse	1 space per 10m <sup>2</sup> of gross floor area used for Assembly, plus 1 space per 100m <sup>2</sup> of brewery uses	1 space per 15m <sup>2</sup> of gross floor area used for Assembly, plus 1 space per 100m <sup>2</sup> of brewery uses	10%
Restaurant (including coffee shop, bakery)	1 per 10m <sup>2</sup> of gross floor area	1 per 15m <sup>2</sup> of gross floor area	10%
Restaurant, Drive-in Business	1 per 20m <sup>2</sup> of gross floor area		10%
Retail Store, Supermarkets, Liquor and Other Retail Personal Uses	Less than 400m <sup>2</sup> of gross leasable floor area - 1 per 30m <sup>2</sup>	Less than 400m <sup>2</sup> of gross leasable floor area - 1 per 36m <sup>2</sup>	10%
	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross leasable floor area - 1 per 35m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross leasable floor area - 1 per 42m <sup>2</sup>	
	Greater than 4,000m <sup>2</sup> of gross leasable floor area - 1 per 40m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross leasable floor area - 1 per 48m <sup>2</sup>	
Shopping Centre	1 per 25m <sup>2</sup> of gross leasable floor area	1 per 30m <sup>2</sup> of gross leasable floor area	10%
<b>Industrial</b>			
Agriculture	1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses		0
Brewery / Distillery	1 per 100m <sup>2</sup> of gross floor area		0

Use	Parking Requirement		Minimum Energized Spaces
	General	Urban Centre	
Manufacturing and Industrial Uses	1 per 100m <sup>2</sup> of gross floor area		0
Warehouse, Storage and Mini-Storage	1 per 180m <sup>2</sup> of gross floor area		0
<b>Institutional, Cultural + Recreational</b>			
Arts and Cultural Facility (including museums and art galleries)	1 per 50m <sup>2</sup> of gross floor area		5%
Assembly Use (including convention centres, banquet halls, theatres, funeral parlours, community centres, and stadiums or arenas)	1 per 15m <sup>2</sup> of gross floor area		5%
Church	1 per 12m <sup>2</sup> of gross floor area used for Assembly		5%
Day Care Centre	1 per 50m <sup>2</sup> of gross floor area		10%
Golf Course	4 per golf hole		10%
Golf Practice Range	1 space per range tee		10%
Hospital	1 per 50m <sup>2</sup> of gross floor area		10%
Post-Secondary Institution (University or College)	1 per 70m <sup>2</sup> of gross floor area		5%
Recreational Facility (including gymnasiums, commercial recreational facilities and similar uses)	1 per 20m <sup>2</sup> of gross floor area		5%
Scientific or Technological Research Facility	1 per 20m <sup>2</sup> of gross floor area		5%
School, Elementary and Middle	1 per 120m <sup>2</sup> of gross floor area		5%
School, Secondary	1 per 80m <sup>2</sup> of gross floor area		5%

The proposed land uses identified in **Table 1** includes uses that are not currently included in the *Land Use Bylaw* and will require definitions in the *Off-Street Parking Regulations Bylaw*, as follows:

- Arts and Cultural Facility
- Assembly Use
- Brewery / Distillery
- Day Care Centre
- Furniture and Appliance Sales
- Recreational Facility

### 2.1.3 Maximum Parking Supply

In order to promote the efficient use of land and reduce overall dependency on single-occupancy vehicle travel a maximum parking supply threshold is proposed within the “Urban Centre” area identified in **Figure 1**. This would aim to encourage parking for uses that are in excess of the minimum parking requirements to compensate for the impacts on land use by providing superfluous parking in a format that allows for quality design and efficient land use.

The need to for a parking maximum is explicitly mentioned in the *Official Community Plan, Policy 8.2.6.3* which states a desire to ensure oversupply does not occur and employ parking maximums to reduce surface parking lots and supply over time as part of facilitating mode shift (i.e., more travel by walking, cycling and public transit).

To meet the objectives provided by the *Official Community Plan*, maximum parking supply requirements are recommended to be employed in Colwood to ensure parking regulation achieves the following:

- Providing clear direction on the acceptable range of parking supply provision in Colwood based on land use and urban design objectives expressed in the OCP to ensure flexibility in off-street parking regulation while preventing parking oversupply.
- Limiting the excessive proliferation of surface parking lots, particularly outside of areas designated as Urban Centres.
- Encouraging the creation of parking structures for larger developments within Urban Centres.

Two regulations are recommended to establish parking maximums, each addressing ensuring appropriate parking provision specific to locations within and outside the identified Urban Centre area:

1. Parking supply in “Urban Centres” may exceed the minimum requirements in **Table 1** by up to 10% after which point any additional parking supply in excess of the minimum, including the initial 10% in excess of the minimum requirements, shall be provided either as structured or underground parking. Should parking supply exceed 50% of the minimum requirements, the entire parking supply shall be contained within a parking structure.
2. In areas outside of the “Urban Centres” parking supply may exceed the minimum requirements in **Table 1** by up to 30%. However, upon exceeding 10% of the minimum parking requirement, the entire parking area shall include the following design enhancements:
  - Landscape: 10% of the total parking facility area is to be soft landscape and include trees; and
  - Permeable Surface: The parking facility is to be surfaced with a durable permeable material.

The parking maximum recommended above may result in certain development types being discouraged, particularly those typically seeking greater parking supplies. The City should monitor application of this requirement over time to ensure it continues to meet the City’s objective of managing parking supply and not deterring desirable development.

## 2.1.4 Parking Variance Policy

Parking variances commonly arise in the development process due to unforeseen challenges related to site design and development. Though parking variances are often a necessary tool needed to support development, it is important that they are done consistently and in a manner that does not create parking challenges for the end users of a development and/or negatively impact the surrounding neighbourhood. Therefore, the following section provides some key considerations for how and when parking variance should be applied.

In the application of parking variances, it is important to consider the City's current planning policies and direction provided in the OCP, Land Use Bylaw and other policy documents. Parking variances, when provided, should be supported by factors that are understood to result in a reduced parking supply needs from what might otherwise be expected, which may include reduced vehicle ownership due to access to transit or active transportation, more efficient use of parking supply due to "sharing" or other facility characteristics that align with key City policy objectives such as encouraging structure parking and/or enhanced surface parking design. The full list of factors is provided below.

Further, it is recommended that the City require a technical study prepared by a qualified transportation professional to City staff's satisfaction accompany a variance request to demonstrate how the proposal meets identified criteria, the impact of each on reducing parking needs, and that the proposed parking supply is appropriate.

### **Housing Diversity**

Multi-family residential uses include a broad variety of housing types, including strata-owned condominiums, market rental apartments, and supportive and affordable housing forms. Rental and affordable housing sites in communities on the Westshore and elsewhere on Vancouver Island have been shown to have reduced parking demand as compared to strata-owned condominium sites. While the minimum parking supply rate identified in Table 1 applies to all Multi-Family Residential uses, it is recommended that the anticipated reduction in parking demand may be used as justification for a parking variance where market rental apartment or affordable housing uses are proposed. A technical study should be required that clearly identifies the type of rental or affordable housing being proposed, how the arrangement is guaranteed into perpetuity, and the extent of the reduction in parking demand that is anticipated.

Beyond more accurately reflecting actual parking needs, the parking reduction helps support the City's goals of increasing housing diversity, including rental, and improving housing affordability.

### Transportation Demand Management (TDM)

Transportation demand management (TDM) refers to programs and strategies that seek to influence individual travel behaviour, including encouraging more people to walk, bicycle and use public transit. The successful application of TDM helps address the City's objectives of reducing vehicle dependence and encouraging active and sustainable travel modes.

It is recommended that TDM is used to support a parking variance where it can be justified in a technical study that a TDM measure(s) will result in reduced parking demand. TDM opportunities include:

- Carshare: Provision of a carshare vehicle, a reserved parking space for a carshare vehicle, memberships in a carshare service and/or financial subsidies toward carshare use;
- Transit: Contributions toward transit infrastructure upgrades and/or provision of financial subsidies toward public transit use;
- Bikeshare: Provision of a bikeshare service and/or financial subsidies toward bikeshare use;
  
- Other: Other TDM opportunities that are anticipated to result in a measurable reduction in parking demand.

The technical study must identify how the proposed TDM measures will be secured in perpetuity and the applicant work with the City toward any legal or binding arrangements that are required.

The Off-Street Parking Regulations are recommended to include requirements for bicycle parking, electric bicycle charging and end-of-trip cycling facilities (i.e., showers, change areas). These items may be used as justification for a parking variance only where they are proposed above-and-beyond the requirements of the Regulations and the technical study demonstrates a need for additional facilities.

### **Transit Access**

Access to public transit service may be used as justification for a parking variance where the presence of transit is anticipated to result in a measurable decrease in parking demand due to increased transit use.

Ultimately a technical study should justify the reduction in parking demand due to transit proximity, considering both a distance within which individuals are willing to walk to transit and are therefore within proximity of transit services, as well as the type and level of transit service that is currently offered and planned in future. It is suggested that Rapid Transit Network (RTN) and Frequent Transit Network (FTN) corridors identified by the City and BC Transit are where frequent and reliable service will be offered, and where nearby land uses are most likely to result in reduced parking demand. Refer to **Figure 2**.

Area's within the City's Transit Growth Area are being recommended for reduced parking supply requirements per the "Urban Centres" discussion in **Section 2.1.2** above, and should not be considered for further reductions due to proximity to transit.

**FIGURE 2.** PROPOSED TRANSIT NETWORK<sup>1</sup>

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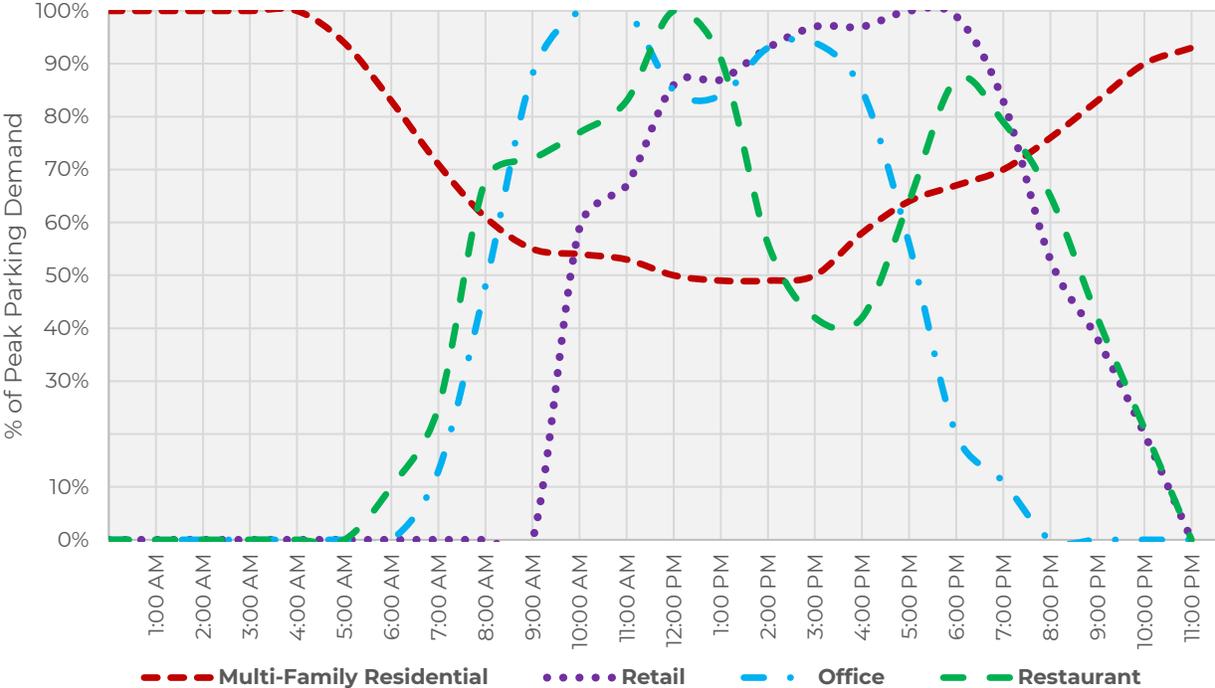
<sup>1</sup> City of Colwood, Official Community Plan, August 2019, Figure 12, page 71.  
Accessed online at: [www.colwood.ca/city-hall/plans-reports/official-community-plan](http://www.colwood.ca/city-hall/plans-reports/official-community-plan)

**Shared Parking**

Shared parking refers to a scenario where two or more land uses in close proximity share a supply of parking spaces in order to reduce the overall parking supply for the site or area. The concept is successful where parking demand for different uses exhibits complementary demand patterns with peak demand experienced at different times of day. For example, an office building and multi-family residential are complementary land uses because office parking demand is typically highest during weekday working hours while residential demand is highest weekday evenings and weekends when office demand is low. Refer to **Figure 3**. Parking must remain unreserved (i.e., available for all users) for shared parking to work well.

Shared parking may be used as justification for a parking variance where a technical study demonstrates that the land uses exhibit complementary parking demand patterns and identifies a means of ensuring parking spaces remain unreserved. The reduction in parking needs resulting from shared parking should be quantified in the technical study specific to the land uses being proposed. Shared parking considerations included in the Off-Street Parking Bylaw (i.e., commercial and visitor uses) are not to be included as part of the variance.

**FIGURE 3. TIME-OF-DAY PARKING DEMAND FOR KEY LAND USES<sup>2</sup>**



<sup>2</sup> Time-of-day demand figures based on Institute of Transportation Engineers (ITE) *Parking Generation*, 4<sup>th</sup> Edition.

## Structured Parking

The City is actively seeking to encourage structured parking (both above and below ground) in place of surface lots to support more efficient use of available land, support higher densities in defined areas and enhance urban design through reduced surface parking. Structured parking is supported in the OCP specifically for lands within Major Centres. The capital cost of parking structures, however, makes them prohibitively expensive for many types of development and not something that can reasonably be required in the Off-Street Parking Regulations.

In recognition of the additional investment required to construct structured parking and incentivize structured facilities in place of surface parking, it is suggested that the City include the provision of structured parking as an opportunity to reduce parking supply by up to 10% of the total requirement where at least 75% of the parking supply is provided as structured parking (either above or below ground).

## Facility Design

Parking facility design as discussed in **Section 2.3** (below), is a defining feature of the community's character and achieving key urban design objectives, as well as creating a safe, comfortable parking facility user experience. This includes not only the experience of parking and maneuvering a vehicle, but also the walking experience between a parked vehicle and building entrance and the environmental performance of the facility. The design of parking facilities can be altered to improve safety, reduce stormwater run-off, and support quality urban design; all of which are supported by the City's OCP. Examples are provided in **Figure 4**.

Therefore, it is suggested enhanced parking facility design that goes beyond the minimum requirements to create a more people- and environmentally-friendly space could support additional reductions to the minimum parking supply requirements. The magnitude of the parking supply reduction should be proportionate to the level of enhanced design being proposed, as rationalized through the supporting technical study.

**FIGURE 4.** EXAMPLES OF ENHANCED PARKING FACILITY DESIGN



Stormwater management provisions at the foot of the parking space allowing for slower rainwater transport and natural infiltration prior to entering the stormwater system



Permeable surface treatment allowing stormwater to infiltrate the sub-surface and contribute less overall run-off to the municipal stormwater system

## 2.1.5 Cash In-Lieu of Parking

The Local Government Act (LGA) permits British Columbia municipalities to establish regulation allowing a prospective developer to pay cash in-lieu of required parking spaces. Cash in-lieu of parking is at the land developer's discretion and is typically pursued where private off-street parking is not needed or is difficult to accommodate on-site due to physical or other constraints. Per the LGA, all monies received must be placed in a reserve fund for the purposes of providing:

- a. New and existing off-street parking spaces, or
- b. Transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

Currently, the City does is not planning to develop municipal structured public parking facilities. However many sidewalk and bike lane projects are in the process of being implemented. Therefore, cash in-lieu funds to build an active transportation reserve fund to support investments in pedestrian, cycling and transit infrastructure are proposed. This aligns with City policies targeting increases in active transportation and would help cover the costs of associated capital projects. The City could address the option of directing cash in-lieu of parking contributions to a municipal parking facility in the future if it was determined this was warranted.

The recommended cost to the applicant is \$12,000 per parking space. This rate is consistent with the rates in View Royal and Langford as well as other comparable sized communities with cash in-lieu regulations in-place such as Sidney, Oak Bay and Comox. Costs in this range were chosen to provide flexibility to the development industry where the provision of parking is problematic and to help generate funds for active transportation and public transit infrastructure in high priority locations in Colwood. This rate may be revised in future if deemed to be too high and resulting in limited uptake or too low and proving too attractive to applicants seeking to "buy" their way out of supplying parking.

A maximum of no more than 50% of the minimum parking supply requirement is recommended to be replaced through cash in-lieu of parking to ensure a basic parking provision and to protect against acute issues of spillover parking. It is also recommended that the cash in-lieu option is limited only to sites within the identified Urban Centre areas.

In addition to establishing the cash in-lieu regulation, the City must establish a reserve fund to be used to receive and account for monies received in-lieu of parking. The City is required to report annually on reserve fund contributions, expenditures, balance, and projected timeline for future projects to be funded.

## 2.2 Parking Facility Design

### 2.2.1 Facility Dimensions

#### **Parking Space + Aisle Dimensions**

The City's current parking space dimensions 2.6m wide and 5.8m long with a 7.6m aisle width. These dimensions are generally aligned with required dimensions found in other communities, although a drive aisle width of 7.0m is more commonly found.

Feedback from community and stakeholder engagement activities indicated that many residents find parking spaces in Colwood to be small. For example, parking design (or parking space size) was cited in the community survey as the most important component of the new parking regulations. Conversely, the City has established OCP policies seeking to limit parking oversupply (8.2.6.3) and minimize impervious surfaces (12.2.3.1).

It is therefore recommended that the current parking space dimensions remain in-place. This avoids the potential for non-compliance among existing parking facilities that may be brought forward as part of future development applications.

Where changes are recommended is in how the required dimensions are expressed to ensure they are more readily understood. It is recommended that the parking space and aisle width table is altered to include common language and to correspond to a diagram that acts as a legend in visually communicating what each dimension refers to. The updated table is included in **Table 2**. A supporting visual similar to the diagram shown in **Figure 5** is also recommended to help with interpretation of the dimensions contained in **Table 2**.

#### **Additional Parking Space Width**

A vehicle accessing a parking space will commonly swing beyond the physical width of the parking space in order to centre the vehicle within the parking space. This is typically facilitated by added parking space width (i.e., a vehicle is commonly 1.7-1.9m wide and the parking space 2.6m). Where a vertical obstruction is present that prevents a vehicle from swinging into adjacent areas, additional parking space width should be provided to accommodate the vehicle swing within the parking space.

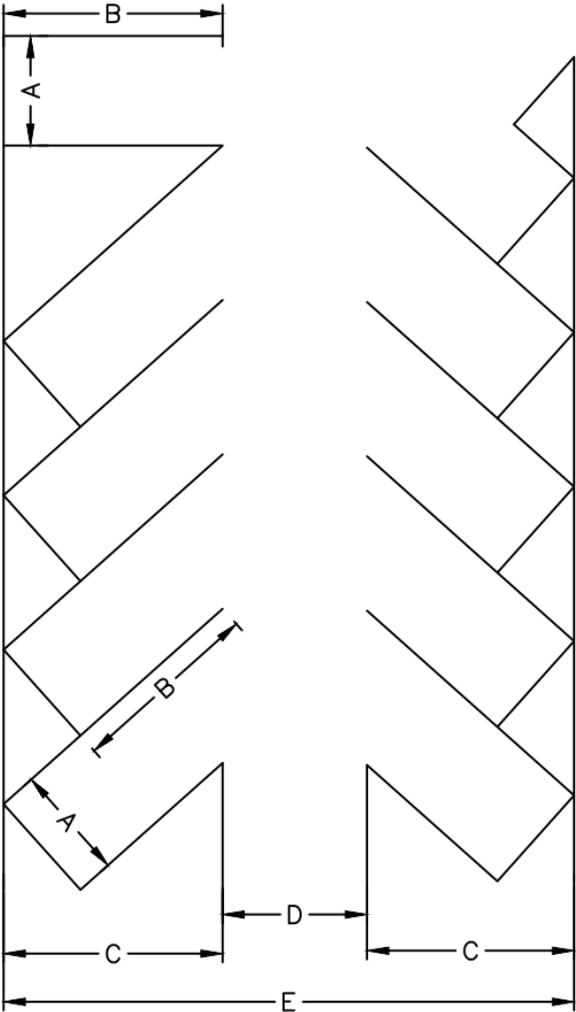
The City's regulations do not currently require added width in this situation. The following is recommended for the new off-street parking regulations:

- 1.** Parking spaces must be an additional 0.3m wider where they abut an obstruction on one side; and
- 2.** Parking spaces must be an additional 0.6m wider where they abut an obstruction on both sides.

**TABLE 2.** VEHICLE PARKING SPACE + AISLE DIMENSIONS

Parking Angle	Parking Space / Aisle Dimensions				
	Width (A)	(B)	Depth to Curb (C)	Aisle Width (D)	Total Module (E)
0°	2.6m	7.0m	2.6m	3.7m	8.9m
30°	2.6m	5.8m	5.2m	3.7m	14.1m
45°	2.6m	5.8m	5.9m	4.1m	15.9m
60°	2.6m	5.8m	6.3m	5.6m	18.2m
90°	2.6m	5.8m			

**FIGURE 5.** VEHICLE PARKING SPACE + AISLE DIMENSIONS



### Small Car Parking

The City currently allows for 30% of the total required parking supply to be small car spaces, with a reduced parking space depth from 5.8m to 4.5m. Both the City's supply and dimensions related to small car parking are generally consistent with regulations in other local jurisdictions, including Langford, View Royal, Saanich, Sidney and Nanaimo.

Vehicle dimensions were reviewed for each vehicle class to determine those vehicle classes that are accommodated within the City's identified small car dimensions. Refer to **Table 3**. The results suggest that all Micro, Sub-Compact and Compact Cars, as well as Compact SUVs are accommodated within the City's small car parking space dimensions.

It is also recommended that the off-street parking regulations require that small car parking spaces are marked "SMALL CAR" so they are clearly designated for that use. This requirement is common in other communities.

**TABLE 3.** TYPICAL VEHICLE DIMENSIONS, BY VEHICLE CLASS<sup>3</sup>

Vehicle Class	Length	Width
Micro Car (e.g., SmartCar)	2.7m	1.6m
Sub-Compact Car (e.g., Honda Fit)	3.9m	1.7m
Compact Car (e.g., Nissan Leaf)	4.5m	1.8m
Mid-Sized / Large Car (e.g., Toyota Camry)	4.9m	1.8m
Compact SUV (e.g., Toyota RAV-4)	4.6m	1.8m
Mid-Sized / Large SUV (e.g., Nissan Pathfinder)	4.9m	1.9m
Minivan (e.g., Honda Odyssey)	5.2m	1.9m
Small Pick-Up Truck (e.g., Toyota Tacoma)	5.1m	1.8m
Mid-Sized / Large Pick-Up Truck (e.g., Ford F-150)	5.8m	2.0m

### Specialty Vehicles

Parking space dimensions for accessible parking and loading spaces are considered in **Section 3.0**.

<sup>3</sup> Vehicle dimensions are intended to generally represent vehicles in each vehicle class based on dimensions for a common vehicle model within each class

## 2.2.2 Access + Layout

### Drive Aisles

Drive aisles are to be no less than 7.6m wide, per recommendations in **Table 2** above. This width is established both to allow two-way vehicle travel, but also to facilitate vehicles maneuvering in/out of perpendicular (90-degree) parking spaces.

Reduced drive aisle widths may be appropriate where a drive aisle only facilitates one-way circulation.

### Access

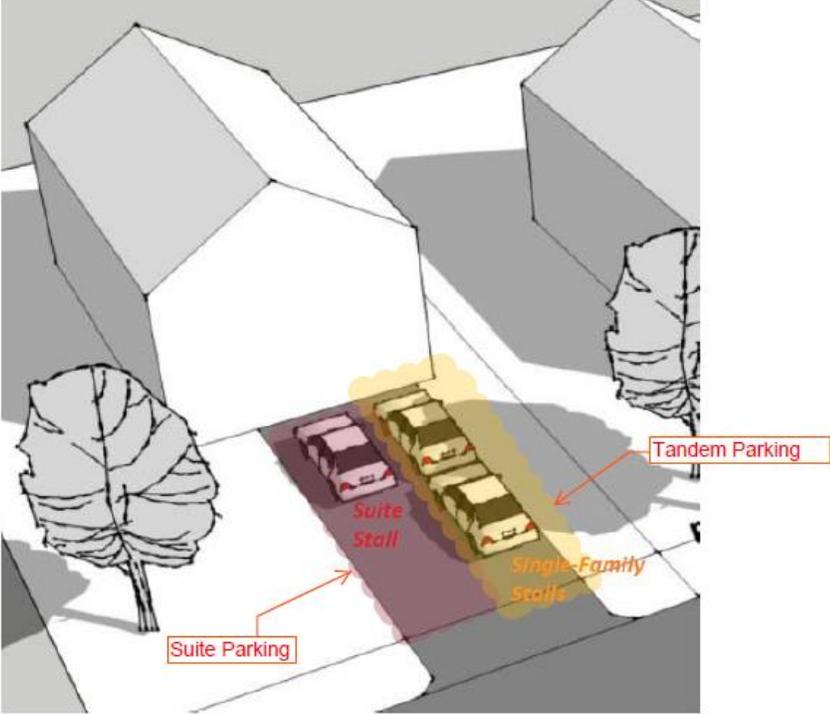
Requirements are to be established to ensure that each parking space has unobstructed access. This may be achieved by each parking space having direct access to an adjacent drive aisle or driveway.

The requirement for unobstructed access should not be applied to Townhouse uses, where one of the required parking spaces may be provided without unobstructed access (i.e., in a tandem arrangement). This configuration requires that the two vehicles parked in tandem belong to individuals in the same household to allow for coordination of parked vehicles in order to be successful. The tandem arrangement reduces the overall quantity of land dedicated to driveway/access to parking spaces, allows for narrower overall lot sizes and helps address the City's objectives of increasing housing options and flexibility.

Tandem arrangements are currently enabled for Single-Family Residential uses. Where a secondary suite is permitted the parking for the suite should not be situated in tandem with the Single-Family Residential uses; rather, the parking space for the suite shall have unobstructed access but the two spaces associated with the single-family dwelling may be located in tandem with one another. This arrangement is illustrated in **Figure 6**.

The tandem arrangement specifically encourages the provision of secondary suites (*OCP Policy 9.2.1.3*). Importantly, this also allows for a narrower driveway access, thereby allowing for a greater supply of on-street parking where provided.

**FIGURE 6.** SAMPLE TANDEM PARKING ARRANGEMENT FOR A SINGLE-FAMILY HOME WITH SECONDARY SUITE



**Setback / Buffer**

Where a surface parking facility is located adjacent to a street, it should include a soft landscaped area with a minimum width of 1.0m between the parking facility and the street boundary. This ensures that an appropriate transition is provided by the public right-of-way and private lands, as well as visual screening of surface parking facilities. Consideration and/or regulatory language may be required to ensure motorist sightlines at driveways are maintained.

## 2.2.3 Amenity + Design

### **Surface**

All off-street parking areas should be hard surfaced to ensure a level surface that is durable, dust-free and suitable for multi-modal travel (including pedestrian travel). Suitable materials include asphalt, concrete, concrete, pavers, or other permeable material that provides a durable surface. Parking areas in the side or rear area of a lot in an Industrial Zone may be excluded from the requirement for hard surface.

The City is actively seeking to minimize the volume of stormwater run-off and minimize impervious surfaces (OCP policy 12.2.3.1). Consistent with this objective, as well as a desire to avoid excessive off-street parking supply, it is recommended that where parking is provided in excess of the minimum parking supply requirement that the parking facility is surfaced with a durable permeable material (discussed in Section 2.1 above).

### **Landscape**

Where 30 or more parking spaces are required and parking is provided in a surface parking facility, a minimum of 5% of the parking area should be soft landscaped and include trees. This will help prevent against expansive paved parking facilities and align with OCP policies specifically targeting increase urban tree canopy (11.2.3.1). Further the requirement for added landscape space in surface parking facilities may help encourage structured parking in-place of surface parking.

### **Pedestrian Circulation**

Where 30 or more parking spaces are required and parking is provided in a surface parking facility, a pedestrian walkway providing direct access to the primary building entrance should be provided. Requirements should ensure that the walkway meets the City's standards for pathway design and meet full accessible design criteria including provision of curb ramps at transition between the parking surface and sidewalk level. This will ensure a dedicated walking facility is provided through larger surface parking facilities consistency with OCP policies in support of improving "walkability" (8.2.2.5, 8.2.2.6) and creating an accessible public realm (8.2.2.9, 8.2.2.10).

Parking facilities should be designed in such a way that no parked vehicle may encroach into adjacent walkways. This ensures that vehicles are positioned where intended and that walkway remaining clear for pedestrian activities. There are two opportunities to ensure this is achieved that should be included in off-street parking regulations:

- 1.** A buffer space (preferably landscaped) between the parking space and walkway, or
- 2.** A curb stop placed 0.9m from the end of the parking space that physically prevents a vehicle from extending beyond the parking space.

## 3.0 Specialty Vehicle Parking

The following section identifies recommended parking regulations for specialty vehicle types, specifically accessible parking, commercial vehicles / trucks, residential visitors and electric vehicles.

### 3.1 Accessible Parking

Dedicated accessible parking spaces are required throughout Colwood to ensure individuals with physical, sensory and cognitive challenges are able to access parking that is located and designed to specifically meet their needs. The appropriate supply and design accessible parking is integral to creating a complete community that can be accessed by all residents. Results from the community survey indicated that Colwood residents view accessible parking as one of the most important component of the *Off-Street Parking Regulations Bylaw*.

#### 3.1.1 Accessible Parking Supply

##### Minimum Supply, General Land Uses

The recommended minimum supply requirements for accessible parking spaces are identified in **Table 4**. Consideration is given in subsequent sections to the supply of accessible (i.e., limited mobility) versus van accessible spaces.

**TABLE 4. RECOMMENDED ACCESSIBLE PARKING SUPPLY REQUIREMENTS**

Total Parking Supply Required	Accessible Parking Supply Required
0 – 10 spaces	0 spaces
11 – 50 spaces	1 space
51 – 100 spaces	2 spaces
101 – 150 spaces	3 spaces
151+ spaces	One additional accessible parking space for each additional 50 total parking spaces required

The following is an overview of how the recommended supply requirements compare to past requirements, best practices and other communities:

- The recommended supply requirement exceeds the City’s current rate where the first space is not required until 25 conventional spaces are required, where the first space is required once 11 conventional spaces are required under the proposed change.
- The recommended supply requirement exceeds the past BC Building Code requirement by approximately double (the previous BC Building Code requirement was: *where more than 50 parking spaces are provided, parking spaces for persons with disabilities shall be provided in the ratio of 1 for every 100 or part thereof*).
- The recommended supply requirement balances the desire for increased accessible parking provision expressed by local accessibility-focused organizations, as well as concerns expressed by the development industry over low utilization of accessible parking spaces particularly in multi-family residential uses.
- The recommended supply requirement is approximately inline with requirements in communities such as Richmond, Surrey, Kelowna and Central Saanich, all acknowledged as leaders with BC. The recommended requirement exceeds those in comparable communities such as Saanich, Nanaimo, North Vancouver (City) and Coquitlam.

**Minimum Supply, Specialty Land Uses**

The accessible parking supply requirements identified above should not be applied to land uses that generate demand for accessible parking that is generally above-and-beyond what is experienced with most land uses. These include Group Home and Congregate Housing (i.e., seniors housing, care facilities) and Hospital uses.

For each the land uses identified above, specific accessible parking supply requirements above-and-beyond the basic requirements are recommended, as identified in **Table 5**. These rates are to be used in place of the supply rates identified in **Table 1** (i.e., not in addition to).

**TABLE 5. RECOMMENDED ACCESSIBLE PARKING SUPPLY FOR SPECIFIC LAND USES**

Land Use	Accessible Parking Supply Required
<b>Group Home and Congregate Housing</b>	
<b>Hospital</b>	5% of all required parking spaces

**Minimum Supply, by Space Type**

As was introduced in Working Paper no.1 (Local Understanding + Best Practices), a current best practice included in the American with Disabilities Act (ADA) and proposed to be coming forward in forthcoming Canadian Standards Association (CSA) standards updates,

1. Limited Mobility – This user group experiences challenges with limited vision, strength or dexterity that requires they park as close as possible to their end destination. This user group benefits from a clear circulation aisle adjacent the parking space but does not need a parking space that is wider than a conventional parking space. Spaces for this user group are simply referred to as “Accessible” or “Limited Mobility”.
2. Assisted Mobility – This user group relies on a wheeled mobility device, such as a wheelchair (manual or motorized) or mobility scooter. They require a wider parking space to allow for maneuvering a mobility device in/out of a vehicle, but do not necessarily require close proximity to their end destination as they are capable of wheeling themselves over distance. A circulation space between parking space and destination that is safe and free of physical barriers is important. Spaces for this user group are referred to as “Van Accessible” or “Assisted Mobility”.

The recommended distribution of the required accessible parking spaces among the two space types is identified in **Table 6**. The design requirements for each space type are described in **Section 3.1.2**.

**TABLE 6. RECOMMENDED ACCESSIBLE + VAN ACCESSIBLE PARKING SUPPLY**

Required Accessible Spaces	Space Type	
	Accessible	Van Accessible
<b>1<sup>st</sup> space</b>	Meets the requirements of both space types	
<b>2<sup>nd</sup> space</b>	X	
<b>3<sup>rd</sup> space</b>	X	
<b>4<sup>th</sup> space</b>	X	
<b>5<sup>th</sup> space</b>	X	
<b>6<sup>th</sup> space</b>	X	
<b>7<sup>th</sup> space</b>		X
<b>8<sup>th</sup> space and any additional spaces</b>	X	

### 3.1.2 Accessible Parking Design + Layout

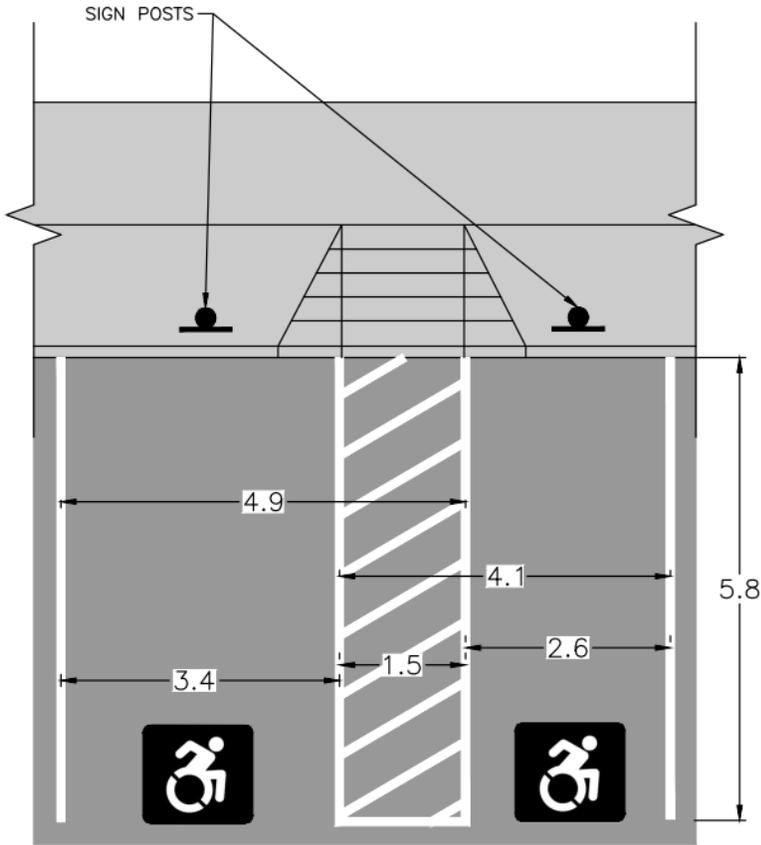
#### Dimensions + Layout

- Accessible parking spaces are to be the parking space(s) located closest to an accessible building or site access point.
- The recommended width for accessible parking spaces is 4.1 m. This includes 2.6 m for the vehicle consistent with the City's requirement for conventional vehicles, plus an additional 1.5m for the adjacent access aisle.
- The recommended width for accessible van parking spaces is 4.9 m. This includes 3.4 m for the vehicle to allow for transfer space, plus an additional 1.5 m for the adjacent access aisle.
- Two adjacent accessible parking spaces may share a single access aisle. This applies to both accessible and van accessible spaces (either independently or in combination).
- Any accessible parking space that abuts a vertical obstruction (i.e., structural column, fence) should include additional width to allow door opening. An additional 0.3 m is to be provided where a vertical obstruction exists on one side and an additional 0.6 m where a vertical obstruction is present on both sides, consistent with recommended spacing adjacent conventional vehicle spaces identified previously.

#### Circulation + Access

- An access aisle of a minimum of 1.5 m wide is to be provided adjacent to all accessible parking spaces. The access aisle is to be marked with a diagonal hatched pavement marking. A diagram similar to that in **Figure 7** is recommended to help clarify.
- Accessible parking spaces, adjacent drive aisles and key circulation corridors should be level, with a maximum 5% slope in any direction. Curb ramps are to be used where needed to facilitate circulation between the parking surface level and sidewalk or walkway level.

**FIGURE 7.** ACCESSIBLE PARKING DESIGN REQUIREMENTS



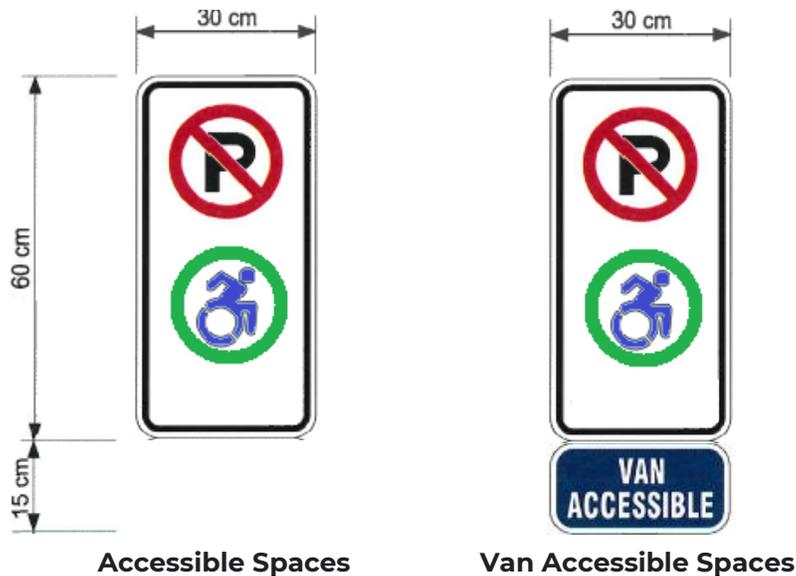
### 3.1.3 Accessible Parking Space Identification

Identification of accessible parking spaces helps to ensure only individuals with an accessible parking placard occupy such spaces. The *Off-Street Parking Regulations Bylaw* should include a basic requirement for identification (i.e., sign, pavement marking), with the additional details below provided as part of design guidelines developed by the City.

#### Signage

- Accessible parking spaces should be marked with a visible sign at the end of the space identifying its intended use by individuals displaying an accessible parking placard. The recommended sign and dimensions are shown in **Figure 8**.
- Signs associated with van accessible spaces are to include the blue tab sign identifying the space as “Van Accessible”, as shown in **Figure 8**.
- Signs are to be mounted with the vertical centreline at 1,500 mm in height.
- The recommended identification signs shown below use the new International Symbol of Access, now considered a best practice. As an alternative, the City may choose to use the standardized sign recommended by the B.C. Ministry of Transportation and Infrastructure for consistency with most other communities<sup>4</sup>.

**FIGURE 8. RECOMMENDED ACCESSIBLE PARKING IDENTIFICATION SIGN + DIMENSIONS**



<sup>4</sup> Refer to the B.C. Ministry of Transportation and Infrastructure, *Manual of Standardized Traffic Signs and Pavement Markings*, September 2000 (Sign P-103, Section 2, Page 2.42).

Available online at: [www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines](http://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines)

**Pavement Marking**

- The pavement marking should have a blue background with the new International Symbol of Access in white for high tonal contrast, as shown in **Figure 9**.
- Pavement markings are to be square with dimensions of not less than 1,000 mm on both sides.
- The curb directly adjacent an accessible parking space should be painted blue the length of the parking space. The curb stop (if provided) should also be painted blue.

**FIGURE 9.** RECOMMENDED ACCESSIBLE PARKING SPACE PAVEMENT MARKING



## 3.2 Commercial Loading

Commercial loading refers to the space necessary for large commercial vehicles (i.e., trucks) to deliver materials or supplies to a site. The following section considers appropriate commercial vehicle loading supply, design and layout requirements.

### 3.2.1 Supply

The recommended loading space supply requirements are included in **Table 7**. These are largely consistent with the City's current requirements, but with updated land uses for consistency with references in the vehicle parking and bicycle parking recommendations, as well as minor updates for improved clarity.

**TABLE 7. RECOMMENDED LOADING SPACE SUPPLY REQUIREMENTS**

Use	Building Floor Area	Required Number of Off-Street Loading Spaces
<b>Retail, Shopping Centre, and Industrial uses</b>	300m <sup>2</sup> to 500m <sup>2</sup>	1
	500m <sup>2</sup> to 2,500m <sup>2</sup>	2
	Each additional 2,500m <sup>2</sup>	+1
<b>Office, Hospital, School, Post-Secondary Institution, Assembly Use, Place of Public Assembly, or similar use</b>	3,000m <sup>2</sup> to 6,000m <sup>2</sup>	1
	Each additional 3,000m <sup>2</sup>	+1

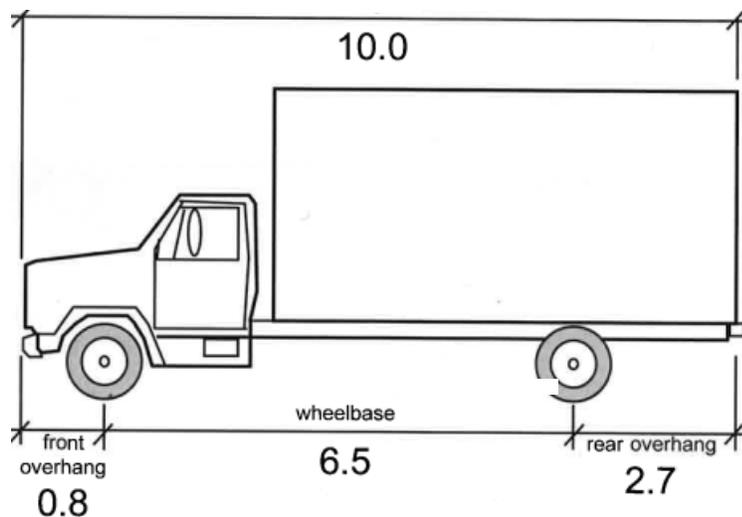
### 3.2.2 Dimensions

The commercial loading space dimensions currently required in the City are as follows:

*Every loading space shall be of adequate size and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading, but in no case shall the space be less than 30 m<sup>2</sup> in area or less than 2.5 m in width or with less than 4 m of overhead clearance.*

Standardized vehicle dimensions are identified by the Transportation Association of Canada for 11 specific vehicle classes. A Medium Single-Unit (MSU) truck (shown in **Figure 10**) is recommended to best represent the truck type typically seeking loading space in Colwood, which includes dimensions of 10m (long) and 2.6m (wide). It is recommended that the City's required loading space dimensions are increased to 10m long and 3m wide to reflect the MSU. This generally aligns with the dimensions required in other communities.

**FIGURE 10.** MEDIUM SINGLE-UNIT TRUCK DIMENSIONS<sup>5</sup>



It should be noted that the length of larger semi-trailer trucks will not be accommodated with the loading space dimensions identified above (semi-trailers are commonly 15-20m). The City should continue to encourage appropriate loading facilities for semi-trailers associated with sites / land uses where they are anticipated.

<sup>5</sup> Images adapted from Transportation Association of Canada, *Geometric Design Guide for Canadian Roads*, Section 2.4 – Design Vehicles

### 3.2.3 Access + Location

The City currently requires that access to loading spaces is arranged so that turning movements do not interfere with traffic on the adjoining road(s). It is recommended this requirement remain in-place to ensure truck activities remain entirely on-site and do not impede traffic on adjacent roadways. In addition, a requirement should be put in-place that ensures loading spaces do not encroach into on-site parking spaces, driveway aisles or pedestrian pathways.

The City also currently requires that all loading spaces are located on the site so that materials loaded / unloaded can be easily collected or distributed within the site from or to all tenants or occupants. While desirable, this is a regulation that cannot easily be enforced and is recommended to be removed.

### 3.3 Visitor Parking

Visitor parking is an essential component of parking supply in multi-family residential and mixed-use development. The City’s current regulations do not explicitly require visitor parking, instead including an overall requirement for Multi-Family Residential uses and leaving it flexible as to whether spaces are allocated for visitor use.

Results from the community survey completed as part of this review indicated that residents often experience challenges finding available visitor parking. This may partially be attributed to the lack of a specific requirement.

Consistent with most other communities, it is recommended that a specific visitor parking requirement is established for Multi-Family Residential and Attached Residential uses. Recommended minimum supply rates are identified in **Table 8** and are based on available visitor parking utilization data and rates found in other communities. The intent is that the visitor parking requirement is above-and-beyond the general requirement for parking for Multi-Family Residential and Attached Housing uses identified in **Table 1** above.

Commercial parking supply may reasonably be shared with residential visitors due to their complementary time-of-day parking demand patterns. This shared parking provision will minimize parking oversupply while ensuring parking needs are met. It is recommended that the Off-Street Parking Regulations contain a regulation that permits the requirement for visitor parking to be waived where at least 25% of the site’s parking requirement is attributed to one or more of the following uses – Building Material Supply, Financial Institution, Furniture and Appliance Sales, Offices, Offices Medical, Personal Service, Retail or Shopping Centre. Visitor parking may not be considered for further parking reduction through a parking variance, as clarified in **Section 2.1.4**.

Further, all visitor parking spaces are to be clearly identified with pavement marking “VISITOR” to clearly designate such spaces for that use.

**TABLE 8. RECOMMENDED MINIMUM VISITOR PARKING SUPPLY RATES**

Use	Required Visitor Parking
Attached Housing (including Rowhouse and Townhouse)	
Residential, Multi-Family (Apartments)	0.2 per dwelling unit

### 3.4 Electric Vehicle Charging

As outlined in Working Paper no.1, electric vehicle (EV) uptake has increased significantly in Colwood and throughout the Capital Region over the past few years. This growth is set to continue thanks to declining costs, incentives, and the BC Zero-Emission Vehicles (ZEV) Act. The City can anticipate market changes associated with the ZEV Act and encourage a shift to cleaner technology by adding EV charging provisions in the Off-Street Parking Regulations, consistent with directions established in the OCP (*Policy 8.2.6 (6)*).

There is also noted interest from Colwood residents, stakeholders and City Council to consider these provisions. On June 22, 2020, Colwood City Council received correspondence from the Citizens’ Environment Network in Colwood (CENIC) calling for the establishment of EV off-street parking standards and requesting 100% EV parking in new residential properties (especially multi-family) to ensure consistency with the ZEV Act and Victoria Electric Vehicle Association (VEVA) recommendations. Council directed staff to develop options for implementing this proposal.

#### **Supporting Guidelines**

[Capital Region Local Government Electric Vehicle \(EV\) + Electric Bicycle \(E-Bike\) Infrastructure Planning Guide \(2018\)](#)

This resource document for local governments was developed by the Capital Regional District to guide various aspects of EV charging infrastructure. This guide will hereinafter be referred to as the **CRD Guide**.

[Residential Electric Vehicle Charging: A Guide for Local Governments \(2018\)](#)

This comprehensive resource is intended for use by local governments across BC and was procured by the City of Richmond and prepared by C2MP, the Fraser Basin Council, and AES Engineering. This guide will hereinafter be referred to as the **Provincial Guide**.

The City of Richmond also released another publication prepared by AES Engineering, Hamilton & Company, C2MP, and the Fraser Basin Council titled “Electric Vehicle Charging Infrastructure in Shared Parking Areas.” Content from this document is also referenced throughout this document.

### 3.4.1 Definitions

EV charging provisions will be a new addition to the City’s development regulations and, as such, new definitions will be required. The following is to be included:

- EV Energy Management System (EVEMS): Means a system to control EVSE electrical loads, comprised of monitor(s), communications equipment, controller(s), timer(s) and other applicable devices.
- Electric Vehicle (EV): Means a vehicle that uses electricity for propulsion, and that can use an external source of electricity to charge the vehicle’s batteries.
- Energized EV Outlet: Means a connected point in an electrical wiring installation at which sufficient current may be taken to supply Electric Vehicle Supply Equipment.
- EV Supply Equipment (EVSE): Means a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an electric vehicle.
- Energized Space: Means a vehicle parking space that is equipped with an Energized EV Outlet and, where required under Table 7.1, Electric Vehicle Supply Equipment.

There are generally three different levels of EV charging receptacles, each with specific characteristics and suitability for different charging applications. The following should be outlined in the Off-Street Parking Regulations, with further details provided in **Table 9**.

- Level 1 Charger (L1): A Level 1 charger uses a standard house plug (120V) and can be used for overnight charging at home or all-day charging at work. When charging cars overnight (8–10 hours), Level 1 chargers can fully recharge most PHEVs and “top up” a BEV from a typical work commute.
- Level 2 Charger (L2): Means a Level 2 electric vehicle charging level as defined by SAE International’s J1772 standard, and may include variable rate charging that is controlled by an EVEMS.
- Level 3 Charger (L3) or Direct Current Fast Charger (DCFC): A Level 3 charger or DCFC can provide about an 80% charge in half an hour. Direct current fast charging is currently (based on today’s technology and costs) not considered suitable for residential installations due to the high cost of equipment, installation, and power requirements. Not all electric vehicles can plug into a DCFC charger.

**TABLE 9. OVERVIEW OF EV CHARGING STATION TYPES<sup>6</sup>**

	<b>Level 1</b> AC, 120V	<b>Level 2</b> AC, 240V	<b>Level 3</b>
<b>Type</b>	Level 1 charging stations utilize household outlets that provide 120V of AC power to the vehicle. This type of charger is least expensive and typically involves little to no infrastructure, but is the slowest of the three charging types.	Level 2 charging stations provide a higher amount of AC power to the vehicle and require their own circuit (similar to larger household appliances). These are the most common form of public charging station and installation costs are significantly less than Level 3 charging stations.	Level 3 charging stations provide the fastest charging option, although installation costs are significantly higher than other charging station types. These stations appeal to EVs needing a “top up” during long distance trips that approach or exceed battery range.
<b>Cost</b> (approx.)	\$500 (retrofit)	\$2,500 - \$15,000 + Installation cost	\$75,000+ Installation cost
<b>Key Stats</b>	3-8 km per hour of charge time  8-12 hrs for a full charge	18-45 km per hour of charge time  4-6 hrs for a full charge	90-150 km per hour of charge time  0.5-1 hrs for a full charge
<b>Common Uses</b>	Charging at home (overnight) or at work (all day)	Charging at home or at work, or for charging “on the go” (parking lots)	Charging “on the go”, commonly longer distance trips

<sup>6</sup> Capital Region Local Government Electric Vehicle (EV) + Electric Bicycle (E-Bike) Infrastructure Planning Guide – Appendix A (2018)

### 3.4.2 Policy Decisions

The following policies should be considered for the inclusion of electric vehicle charging requirement in the *Off-Street Parking Regulations Bylaw*.

#### **EV Readiness vs. EVSE Requirements**

*Working Paper no.1* outlined two common EV readiness approaches, each with their own advantages and disadvantages<sup>7</sup>:

1. Energized (EV Ready)

All infrastructure required for EV charging, *other than the actual EVSE*, is provided, including all electrical equipment (metering, transformers, sub-panels as needed), cabling and associated raceways, and connections (energized outlets).

This approach is less expensive for developers and builders in the interim. It also helps to future-proof the parking facility, minimizing the cost of retrofits and allowing for the future installation of EV charging stations when demand dictates. However, it requires the EV owner (or in some cases the strata) to purchase the EVSE themselves. While this is an added cost, it is far less expensive than retrofitting parking facilities in future to accommodate EV charging.

2. EVSE Installed

All the infrastructure required for charging an EV is at the parking space (i.e., EVSE). This option is easier for EV users, potentially helping to entice new users and enable a quicker shift to sustainable vehicles. However, it is also more expensive to install during development. This option may also be less future-proof because electric vehicle infrastructure and the EV market continue to evolve. Replacing old technology could ultimately result in higher retrofit costs.

It is important to consider what the right level of infrastructure is now that will support future needs. The CRD Guide recommends going with energized (EV-Ready) requirements, and a survey of the CRD development/builder industry found strong support for EV-ready regulations. However, given that 100% of new vehicles sales will be limited to EV in 20 years, it is recommended that the City consider a combination of options 1 and 2, with EVSE requirements for select land use contexts and energized EV outlets for others. A full option evaluation is provided in **Table 10**, below.

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<sup>7</sup> The Provincial Guide also lays out a third option, partial electric vehicle supply equipment (“pre-serviced low” or “pre-serviced high”), which involves only partially installing the required electrical infrastructure. This was excluded from consideration; while inexpensive at the time of development, it ends up being more costly overall because additional electrical infrastructure must be added at a later date and the partial infrastructure cannot be verified to function at the time of electrical inspection because it is not energized.

## Extent of Coverage

BC communities have varying requirements for EV parking (from 0% to 100%), as outlined in Appendix C of Working Paper no. 1. The majority (over 90%) of EV users charge their vehicle at home or at work. However, EV charging needs vary based on location, and adequate coverage is needed to provide convenience to existing EV users and entice new ones. A complete charging network comprises chargers at home, work, shopping and recreation, other publicly accessible locations, and along highway corridors.

Local governments need to decide what proportion of parking should be energized, and whether to go with percentages or list EV spots based on units. As outlined in the Provincial Guide, several local governments in BC that began with percentage-based requirements (e.g. 20%) have updated their requirements such that either all residential stalls have an energized outlet or one parking stall per residential unit is energized. This shows a reaction to the rapid growth of the EV market reflects a trend towards greater requirements.

According to the Provincial Guide, the choice between all stalls versus one stall for each residential unit depends in part on the parking requirements for a particular land use, stating that if the parking requirements per unit are significantly greater than one, then one EV-ready stall per unit may be preferable to every stall being EV-ready. However, this document was authored prior to the ZEV Act, which will increase the number and proportion of EVs on the road.

## Option Evaluation

The Provincial Guide suggests evaluation criteria for determining which EV charging policy options are most suitable for a municipal bylaw. The following evaluation criteria are adapted from that report:

- **Minimize Upfront Costs:** Allows developers to design for EVEMS, which can significantly reduce upfront capital costs.
- **Minimize Retrofit Costs:** Enables retrofits and minimizes cost/complexity. Depending on the parking stall location and available electrical supply/infrastructure, retrofit costs can be prohibitive.
- **Simple for Strata:** Clear management and administration for strata boards. Under the Strata Act, parking stall allocation and ownership is complex (see **Section 3.4.4**).
- **Simple for City:** Clear administration, inspection, and approval for local government, with a streamlined development process from the government's perspective (including plan checking, permitting, and inspections).
- **Equitable for Residents:** Ensure fair / equitable access for residents (initial, long-term).
- **Future-Proof:** Maximizes future choices.

**Table 10** below indicates how well each option meets the criteria.

**TABLE 10.** RESIDENTIAL EV CHARGING – POLICY OPTIONS EVALUATION<sup>8</sup>

Option	Minimize Upfront Costs	Minimize Retrofit Costs	Simple for Strata	Simple for City	Equitable for Residents	Future-Proof
Energized (EVSE Ready) – percentage of stalls (e.g. 20%)	Green	Red	Red	Yellow	Red	Red
Energized (EVSE Ready) – all stalls	Yellow	Green	Green	Green	Green	Green
EVSE Installed – all stalls	Red	Yellow	Green	Green	Green	Yellow

**Electric Vehicle Energy Management System (EVEMS)**

Another consideration is whether to require an EVEMS<sup>9</sup>. EVEMS may require operational costs or network fees, but it can significantly reduce the capital costs required to install multiple EVSE. It can be used in any situation with shared parking, such as multi-unit residential buildings, single-family homes with multiple parking spaces, or office settings. The ability to distribute available power to all connected charge points is ideal not only for multiple charging points, but also in the case of future expansion of additional EVSE.

The CRD Guide recommends including a provision allowing the use of EVEMS. Some bylaws, like the City of Surrey Zoning Bylaw, simply provide the option for installing a dedicated circuit or EVEMS. Saanich gets more specific, outlining land uses where EVEMS are permitted or prohibited. In Saanich, EVEMS are prohibited in all cultural and recreational uses and in commercial areas other than offices. They are permitted (but not required) in residential, industrial, office, and most institutional uses (excluding medical, dental, real estate, funeral homes, and churches).

Various circuit breaker ratings have a maximum number of EVSE that can be connected per circuit. This information can be set out in an EV parking requirement, as Saanich has done. Additional technical information may be outlined in a technical bulletin.

<sup>8</sup> Adapted from Residential Electric Vehicle Charging: A Guide for Local Governments (AES Engineering Ltd., 2018)

<sup>9</sup> The Provincial Guide and its companion document, Electric Vehicle Charging Infrastructure in Shared Parking Areas, contains technical details about the different configurations of EVSE, including circuit sharing and load management technologies.

### 3.4.3 Supply Rates

Recommended EV charging infrastructure requirements are summarized below in **Table 11**. This includes the recommended number of minimum energized parking spaces by land use, as well as the level of charging that is to be required. Reference is made to where Level 2 charging (L2) versus Level 2 charging with EVEMS (L2M) is appropriate.

It is recommended that these EV requirements are placed directly in the minimum parking supply table for consistency and convenience, rather than as an additional supply table in the Bylaw, as has been shown in **Section 2.1.2, Table 1** above.

**TABLE 11. SUMMARY OF RECOMMENDED EV CHARGING REQUIREMENTS\***

Use	EV Charging Infrastructure Requirements		
	EV Ready (Minimum Energized Spaces)	Minimum Charging Level	EV Installed (Minimum EVSE)
<b>Residential</b>			
Single Family / Duplex	100% OR 1 space	L2M	0
Multi-Family Residential / Attached Dwelling	100%		
Group Home and Congregate Care, Supportive Housing	5%		
Visitor Parking	25%		
<b>Commercial</b>			
Office	10%	L2M	0
Service station	20%	L2	
All other commercial (with exceptions)	10%		
<b>Industrial</b>			
	N/A	N/A	0
<b>Institutional, Cultural + Recreational</b>			
Hospital	10%	L2M	0
School	5%		
All other Institutional, Cultural + Recreational uses	5-10%	L2	
<b>General</b>			
Where one or more accessible parking spaces are required, at least 50% of the accessible parking spaces shall feature Level 2 Charging (or higher)			

\* See **Table 1** in **Section 2.1.2** for detailed rates

As an alternative, the City may elect to require a minimum number of EVSE units in key land uses. While not common in other communities, the approach taken recently by the District of Saanich was to require a specified number of EVSE units for land uses that attract commuters (i.e., commercial and educational uses) or assembly / special events uses that attract a large number of individuals. Saanich does not have EVSE requirements for residential uses, but has included requirements for EVEMS provision to limit the overall building electrical capacity needs.

The City may also consider scheduled review and updates to the EV requirements contained in the Off-Street Parking Regulations Bylaw to consider and test the need for EVSE requirements as charging infrastructure technology advances and the demand for charging increases in future.

### 3.4.4 Strata Environments

While not reflected directly in parking regulations, it is worth understanding the extent to which strata rules and regulations have implications for the ownership, installation, costs, and use of EV charging equipment. Land ownership on strata properties falls under one of three classifications: strata lot, limited common property, or common property, each with unique considerations for EVSE in parking spaces.<sup>10</sup>

#### **Exclusive Use (i.e. private parking stalls):**

- **Strata Lot:** The strata lot owner also owns the individual parking space(s), but the ability to install EVSE and use strata electricity to charge an EV may depend on strata bylaws and require approval from the board.
- **Limited Common Property:** The strata may undertake installation and the cost of extending the electrical conduit throughout the parking structure, while owners may choose to hook up an energized EV outlet or EVSE at their designated parking space. This ensures that future residents pay approximately the same amount to access charging in their parking stalls as current residents.

For exclusive use, PlugInBC suggests that if the EVSE unit can easily be removed with minimal damage to the common property, the EV user will own the EVSE and can remove it whenever they want, and shall remove it upon sale of the strata lot. If the EVSE cannot easily be removed, the strata can be the owner, and it would be passed on the next strata lot owner.

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Adapted from PlugInBC ([https://pluginbc.ca/charging/murb-and-workplace-charging/#strata\\_templates](https://pluginbc.ca/charging/murb-and-workplace-charging/#strata_templates))

## Common Property:

EVSE may be installed in common/guest parking areas so that any resident can access them. As a shared amenity, the strata would cover installation, cost, and ongoing maintenance, which could be recouped by a charging fee. Users may be required to sign a user agreement that could include terms such as a time limit (e.g. “No EV User will park a vehicle in an EV Stall for any period greater than 4 consecutive hours or 4 hours in any given 12 hour period.”)

It is recommended that in buildings with shared parking areas, all EV electrical infrastructure should be separately metered from the common areas so that building owners, stratas, and BC Hydro can distinguish between common area electrical usage and EV charging electrical usage. The implementation of EVEMS can have additional implications for management and maintenance that should be clearly laid out in a strata rule or bylaw.

## Strata Bylaws

Developers can enter a covenant under section 219 of *the Land Title Act* that would require the owner of the land to keep the EVSE in operation. They can also include EV provisions in strata bylaws providing the rights and responsibilities of an owner, occupant, or tenant to install and use EVSE, as well as laying out maintenance and management responsibilities for strata corporations.

Sample strata bylaws related to the management of EV charging equipment in exclusive stalls and common property, as well as a sample EV charging user agreement, are available at [pluginbc.ca](http://pluginbc.ca) and in the Provincial Guide.

Saanich’s Technical Bulletin<sup>11</sup> recommends the following minimum strata bylaw provisions:

- The party (strata or dwelling unit owner) responsible for electric vehicle supply equipment purchase and installation is clearly delineated, and appropriate permissions and procedures outlined to ensure accessibility to energized outlets for the purposes of EV charging.
- The electric vehicle supply equipment ownership is defined. Consideration should be given to how the parking space, electrical infrastructure, and supply equipment are defined as common property, fixtures, or chattels.
- Billing rules and procedures are established.

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<sup>11</sup> <https://www.saanich.ca/assets/Community/Documents/Planning/sustainability/Saanich-EV-Requirements-Technical-Bulletin.pdf>

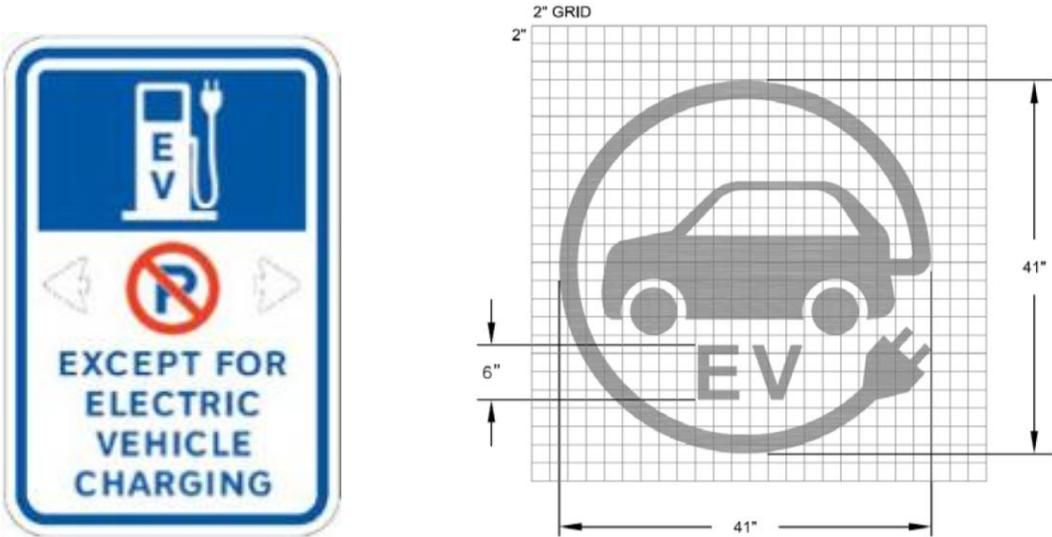
3.4.5 Additional Considerations

**EV Charging Signage & Pavement Markings**

In addition to infrastructure requirements, the CRD Guide recommends requiring that the EV outlet is clearly labelled to deter other non-EV users from parking there and to increase the visibility of EV charging opportunities. This is most applicable in shared EV charging spaces. The City of North Vancouver is an example of a municipality that requires all EV stalls to be labelled.

Signs and pavement markings should be required for all parking spaces where an EV charging station is required, excluding spaces associated with residential land uses. The recommended EV charging space sign and pavement marking recommended for application through the CRD are shown in **Figure 11**. While different signs have been used in other communities, the sign and pavement markings recommended by the CRD are standardized at the Provincial level and their application in Colwood would help create consistency throughout the Capital Region.

**FIGURE 11.** RECOMMENDED ELECTRIC VEHICLE CHARGING SIGN + PAVEMENT MARKING



**Technical Bulletin**

In addition to EV charging regulations in the Bylaw, the City may consider creating a technical bulletin listing performance standards and other technical matters. This would help to inform homeowners, EV users, land developers, designers and builders of the new EV charging requirements. The technical bulletin could include information on:

- Code compliance
- Energized outlet specifications
- Circuit amperage for EVSE
- Load switching
- Information on EVEMS
- Separate metering
- User fees
- Building permit application requirements
- Advice on managing EV charging in stratas
- Other technical information

## **4.0 Bicycle Parking**

As outlined in Working Paper no. 1, providing ample, high-quality short- and long-term bicycle parking is key to enabling and encouraging sustainable transportation. The supply, design, and placement of bicycle parking, as well as the provision of additional end-of-trip facilities, all contribute to the safety, convenience, and functionality of bicycle parking. The following changes and additions are recommended in the Off-Street Parking Regulations.

### **4.1 Bicycle Parking Supply**

#### **Definitions**

Consider renaming Class 1 and Class 2 to Short-Term and Long-Term Bicycle Parking for clarity. The definitions should refer to the intended function and users of the bicycle parking rather than including design details. Suggested definitions are as follows:

- Short-Term Bicycle Parking: means a bicycle space primarily designed to provide short-term parking for persons who are not residents or employees of the building.
- Long-Term Bicycle Parking: means a bicycle space primarily designed to provide long-term parking for employees or residents of the building.

The following definition should also be included:

#### **Supply Rates**

It is recommended that bicycle parking supply be expressed in distinct requirements for Short-Term and Long-Term bicycle parking, rather than percentage based. Furthermore, like the motor vehicle parking requirements, bicycle parking requirements should be based on permanent and enforceable units of measurement such as floor area or units rather than the number of people (students, employees, etc.), spectator seats, or other variables that are subject to change.

The recommended minimum bicycle parking supply rates are shown in **Table 12**.

**TABLE 12. RECOMMENDED MINIMUM BICYCLE + SCOOTER PARKING SUPPLY RATES**

Use	Required Bicycle Spaces		Required Mobility Scooter Spaces
	Long-Term	Short-Term	
<b>Residential</b>			
One-Family Dwelling, Secondary Suite and Duplex	N/A		N/A
Attached Housing	1.0 per dwelling unit	6 spaces per building	N/A
Residential, Multi-Family (Apartments)	1.0 per dwelling unit < 60 m <sup>2</sup> 1.25 per dwelling unit > 60 m <sup>2</sup>	6 spaces per building	N/A
Congregate Housing and Group Home Use	0.1 per dwelling unit	6 spaces per building	0.3 per dwelling unit
<b>Commercial</b>			
Hotel, Motel	1 per each 15 rooms	6 spaces per building	1 space per building
Bed and Breakfast	N/A	2 spaces per building	N/A
Offices, Retail Store, Restaurant, Shopping Centre, Personal Service	1 per 250m <sup>2</sup> GFA	6 spaces per building	1 space per building
Shopping Centre	1 per each 250m <sup>2</sup> GFA for the first 5,000m <sup>2</sup> , and 1 per each 500m <sup>2</sup> of GFA for any additional area	6 spaces per building	1 space per building
<b>Industrial</b>			
All Industrial	1 per 1,000m <sup>2</sup> GFA	6 spaces per building	N/A
<b>Institutional, Cultural + Recreational</b>			
Assembly Uses	1 per 250m <sup>2</sup> GFA	1 per 100m <sup>2</sup> GFA	2 spaces per building
Church	N/A	6 spaces per building	2 spaces per building
Civic Uses	1 per 250m <sup>2</sup> GFA	1 per 200m <sup>2</sup> GFA	2 spaces per building
Hospital	1 per 500m <sup>2</sup> GFA	6 spaces at each public building entrance	2 spaces at each public building entrance
School	1 per 1,600m <sup>2</sup> GFA	1 per 125m <sup>2</sup> GFA	N/A
Post-secondary institution (University or college)	1 per 500m <sup>2</sup> GFA	1 per 100m <sup>2</sup> GFA	N/A
Recreational Facilities	1 per 400m <sup>2</sup> GFA	1 per 100m <sup>2</sup> GFA	N/A

## 4.2 E-Bike Charging

It is recommended that Colwood follow the guidance from the *B.C. Active Transportation Design Guide* (BCAT), the *CRD Guide*, and several municipalities by including e-bike charging requirements in the *Off-Street Parking Regulations Bylaw*. The following requirements are recommended:

- 10% of all Short-Term Bicycle Parking spaces should have access to an electrified 110v outlet; and
- 50% of all Long-Term Bicycle Parking spaces should have access to an electrified 110v outlet.

For each of the above, “access” is to be defined as being located no more than 2m from a standards 110V wall outlet. Consideration should also be given to requiring that signage is installed so that bicycle parking spaces intended for e-bikes are prioritized for this use.

The recommended regulations are not onerous in that they only require that a portion of the bicycle parking spaces that are already required have access to a 110V wall outlet. These outlets are typically in all buildings, requiring only that they are placed in such a way that they may be accessed by e-bikes.

## 4.3 Bicycle Parking Design

An off-street parking bylaw should contain sufficient requirements for bicycle parking design to ensure that the fundamental parameters are required and included in all bicycle parking applications, while not being so prescriptive that the failure to meet detailed requirements results in variances. The following sections identify those bicycle parking design features that are recommended for inclusion in the off-street parking requirements. Some of what is recommended is already in-place in the City's regulations, with consideration given to the latest best practices.

Other items are recommended to be removed from the City's regulations as they represent design guidance that is not regulatory in nature and is better suited to a supporting guidelines document. This is primarily the material contained in the *Land Use Bylaw, Section 2.2.12*.

### 4.3.1 Key Terminology

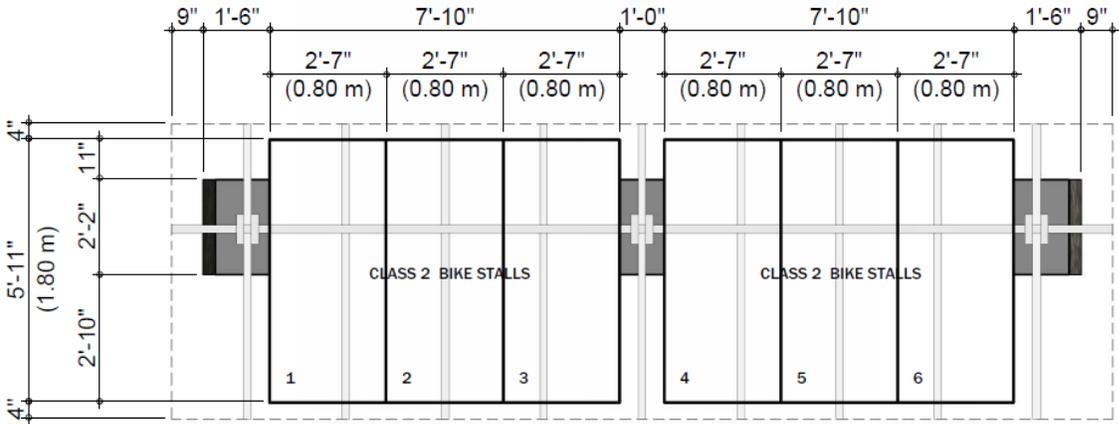
The following definitions will be required in the bylaw to support the recommended regulations relating to bicycle parking design:

- Bicycle Rack: means a rack that is constructed of sturdy, theft-resistant material and securely anchored to the floor, ground, or wall. A bicycle rack supports the bicycle frame above the centre of gravity and enables the bicycle frame and front wheel to be locked to the rack with a U-style lock.
- Bicycle Room: means a portion of a floor with solid opaque walls for Long-Term Bicycle Parking Use.
- Bicycle Compound: means a portion of a floor without solid opaque walls for Long-Term Bicycle Parking Use
- Bicycle Locker: means a fully enclosed space that is limited to one Long-Term Bicycle Parking space.

4.3.2 Location + Access

**Short-Term:**

- All short-term bicycle parking spaces shall be located within 15 m from the primary building entrance and accessible to visitors or the public.
- Short-term bicycle parking shall be located at the surface level, physically separated from vehicle parking facilities, and not interfere with pedestrian travel.
- 100% of the first 12 short-term bicycle parking spaces and 50% of all remaining spaces shall include overhead shelter with a vertical clearance of not less than 2.1 m to protect bicycles from weather.
- Not less than 10% of all short-term bicycle parking spaces shall have access to an electrified 110v outlet (per **Section 4.2**).



**Long-Term:**

- Long-term bicycle parking shall be located in a dedicated, fully enclosed, and weather-protected facility with controlled access.
- Long-term bicycle parking shall be located at surface level or at the first level of vehicle parking.
- Long-term bicycle parking shall be accessed directly from surface level or by elevator from a primary entrance. If accessed by a stairwell only, the stairwell must include a ramp for bicycles.
- Not less than 50% of all long-term bicycle parking spaces should have access to an electrified 110v outlet (per *Section 4.2*).

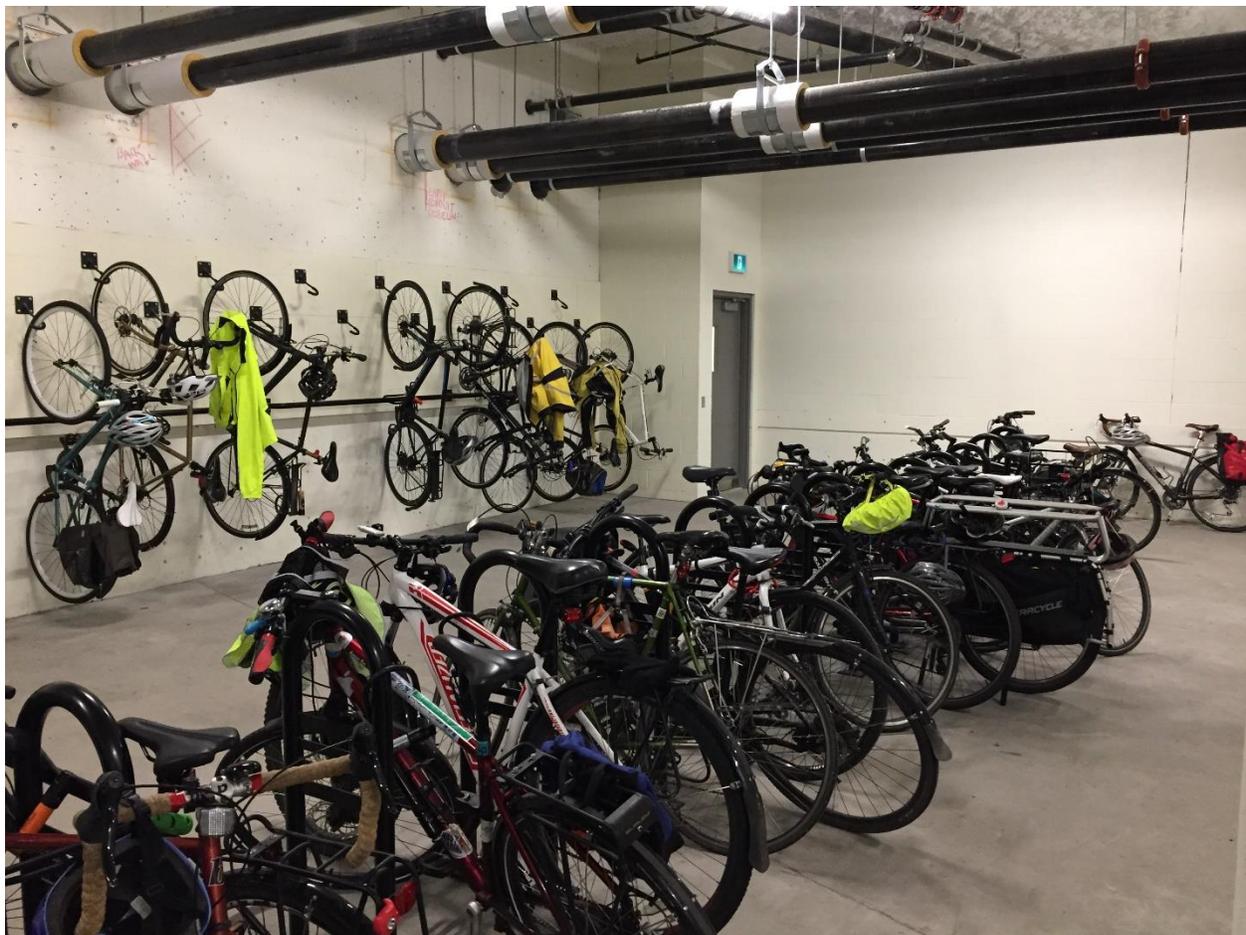
### 4.3.3 Dimensions + Layout

The recommended dimensions and layout of bicycle parking spaces are generally consistent with the City's current requirements and guidelines, although with some changes to reflect best practices described in the *BC Active Transportation Design Guide*.

#### Ground Anchored vs. Vertical Racks

Up to 30% of the required supply of long-term bicycle parking may be provided in a vertical configuration. Vertical configurations require less depth and result in less overall space required, but limiting them to no more than 30% of the total bicycle parking provision ensures that individuals with heavier bicycles and/or who are physically unable to use vertical bicycle parking have sufficient ground anchored bicycle parking available to them. Examples of both arrangements are shown in **Figure 13**.

**FIGURE 13.** SAMPLE PHOTO SHOWING BOTH VERTICAL AND HORIZONTAL BIKE PARKING ARRANGEMENTS

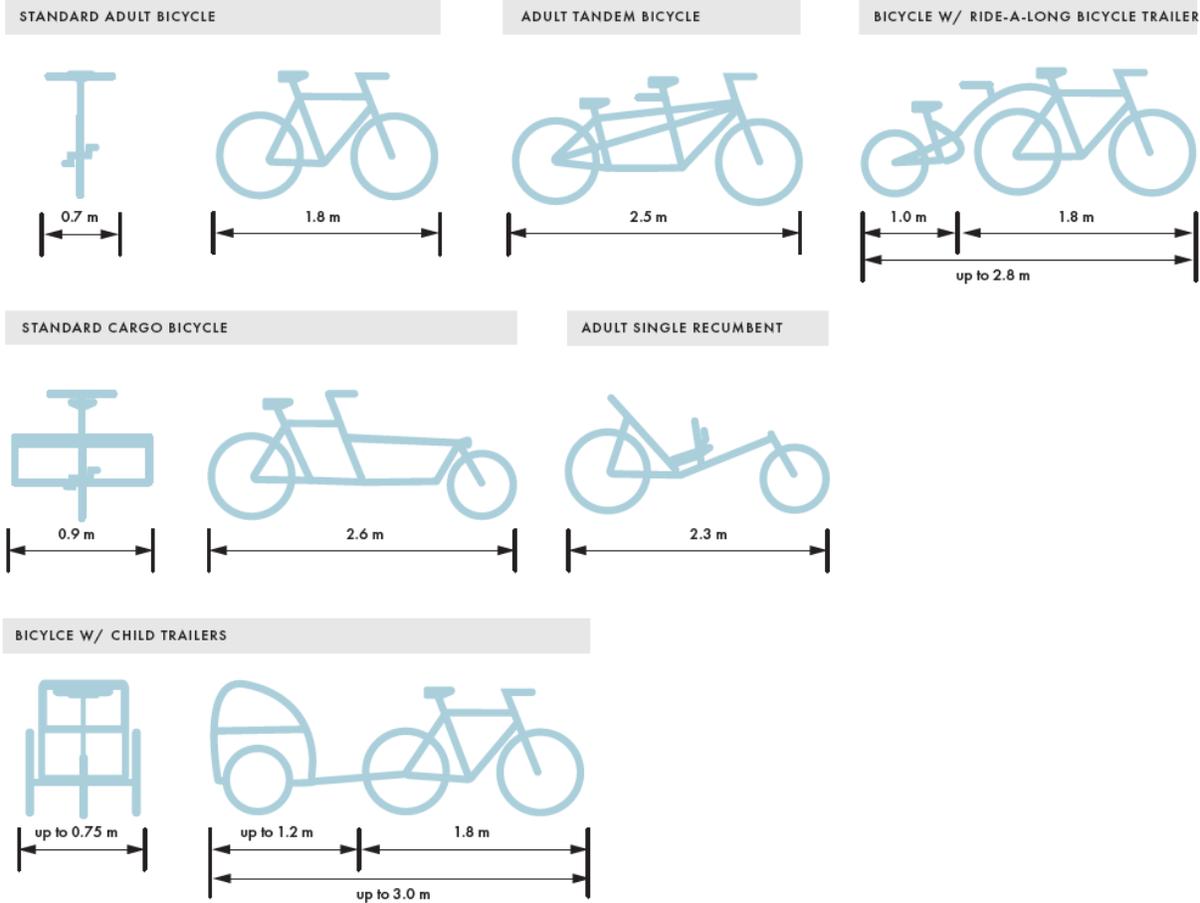


## Oversized Bicycle Parking Spaces

As outlined in *Working Paper no. 1*, accommodating larger, non-standard bicycles such as cargo bikes, bicycles with trailers, recumbent bicycles, and other larger bicycles. Three specific regulations are recommended to ensure appropriate accommodation for oversized bicycles:

1. Oversized bicycle parking space should have minimum dimensions of 3.0 m long and 0.9 m wide. Typical dimensions for oversized bicycles are identified in **Figure 14** for reference.
2. Not less than 10% of the required long- and short-term bicycle parking supply should be designed as oversized bicycle parking spaces.
3. All oversized bicycle parking spaces should be provided as ground anchored racks. Oversized bicycles tend to be too long and too heavy for vertical racks.
4. A minimum of 50% of required oversized bicycle parking spaces should have access to an electrified 110v outlet.

**FIGURE 14.** TYPICAL DIMENSIONS FOR VARIOUS BICYCLE SIZES<sup>12</sup>



<sup>12</sup> British Columbia Active Transportation Design Guide, Figure B-11

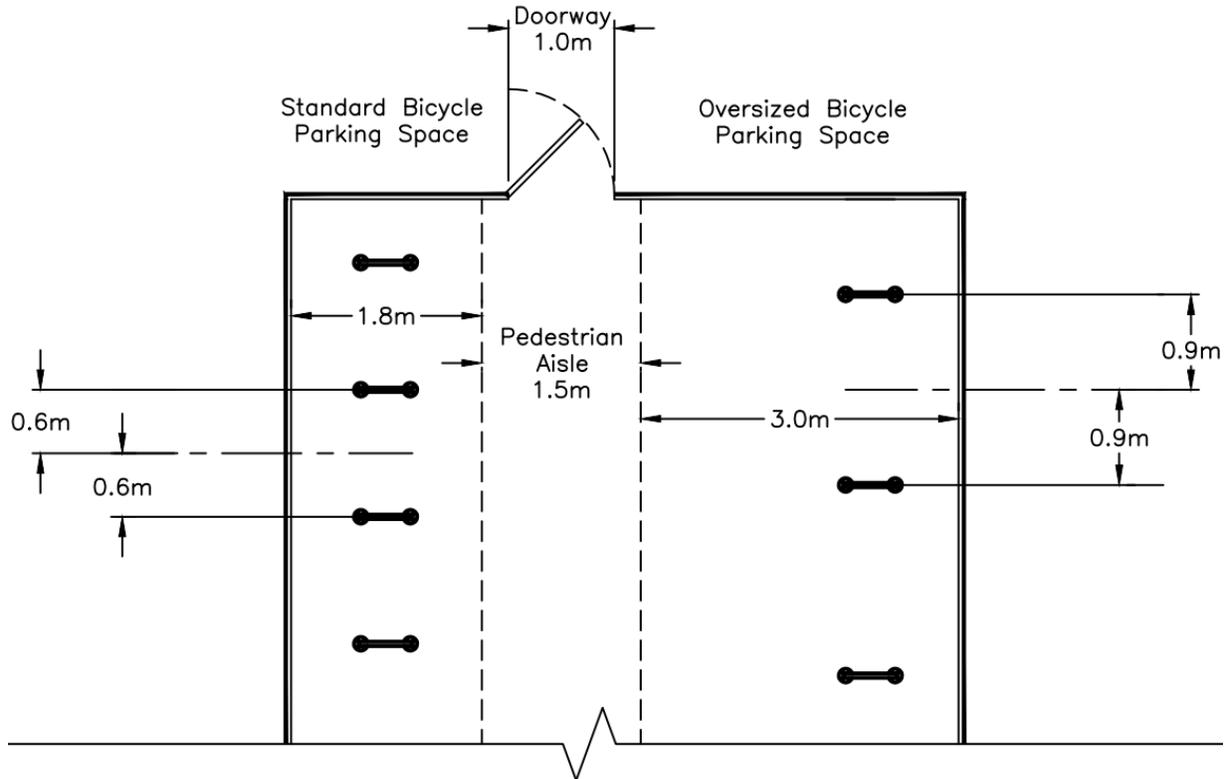
## Recommended Bicycle Parking Space Dimensions + Layout

The recommended bicycle parking space dimensions are identified in **Table 13**. Example layouts are demonstrated in **Figure 15**.

**TABLE 13.** RECOMMENDED BICYCLE PARKING SPACE DIMENSIONS

	Minimum Dimensions		
	Width	Depth	Overhead Clearance
	0.6 m	1.8 m	2.1 m
<b>Ground Anchored Rack (oversized)</b>	0.9 m	3.0 m	
<b>Wall Mounted Vertical Rack</b>	0.6 m	1.2 m	
<b>Access Aisle</b>	1.5 m		
<b>Access Door</b>	1.0 m		

**FIGURE 15.** RECOMMENDED BICYCLE PARKING DESIGN REQUIREMENTS



#### 4.3.4 Mobility Scooter Considerations

The current Bylaw does not provide mobility scooter parking requirements, nor does it establish design standards for mobility scooter parking. For select land uses where an increased rate of mobility scooter use is anticipated, it is recommended that a minimum supply of scooter parking spaces is required. The following is recommended for the Off-Street Parking Regulations.

##### **Definition**

The following definition will be required in the Bylaw to support regulations relating to mobility scooter parking:

- Mobility Scooter: means a power operated mobility aid similar to a wheelchair but configured with a flat area for the feet and handlebars for steering.

##### **Mobility Scooter Parking Requirements**

Parking regulations in some communities allow the substitution of required long-term bicycle parking spaces for mobility scooter parking in specific contexts. However, it is recommended that the City consider mobility scooter parking requirements independent of bicycle parking requirements to ensure appropriate scooter parking, rather than leave the provision at the discretion of the applicant (potentially leading to insufficient scooter parking and an over-supply of long-term bicycle parking),

Refer to **Table 12** for a summary of recommended mobility scooter parking requirements.

##### **Mobility Scooter Parking Layout + Design**

The following requirements are recommended for the location and design of mobility scooter parking areas:

- Mobility scooter spaces should be located adjacent to the entrance of the building and must not impede pedestrian access to the building or sidewalk
- Mobility scooter spaces should be no less than 1.0 m wide and 1.5 m long
- Mobility scooter spaces should be secured and located within 2.0 m of a 110V outlet for charging

## 4.4 Cycling End-of-Trip Facilities

End-of-trip facilities include any amenity provided that makes cycling easier, more convenient, and more comfortable. As outlined in *Working Paper no.1*, basic end-of-trip amenities typically include:

- Change rooms
- Storage lockers
- Showers
- Water closets
- Sink / wash basin
- Bicycle repair equipment (tools, tire pump, workbench, or stand)
- Other amenities: bulletin boards, multi-modal trip information (e.g. maps and bus timetables), towel service, seating lounges, etc.)

Access to a water closet, wash basin and shower is recommended for key land uses that attract commuters, offering facilities that allow bicycle commuters to transition from cycling to business attire at their place of employment. Bicycle repair equipment is also recommended at similar commute land uses, as well as in multi-family residential buildings.

### **Definitions**

The following definitions will be required in the bylaw to support the recommended regulations relating to cycling end-of-trip facilities:

- Water Closet: means a toilet and associated privacy provisions.
- Wash Basin: means a sink for washing hands and face, and a facility for grooming consisting of a countertop, mirror and electrical outlet.
- Shower: means an individual shower stall for bathing.
- Bicycle Repair Set: means a set of equipment used for bicycle maintenance and repair consisting of a basic bicycle repair tools, a bicycle pump, and a bicycle stand.
- Clothing Locker: means a locker that is a minimum of 45 cm in depth, 30 cm in width, and a) 90 cm in height with respect to no more than 50% of the lockers and b) 180 cm in height with respect to at least 50% of the lockers.

**Supply Requirements**

The recommended requirements for end-of-trip facilities are identified in **Table 14**.

Where end-of-trip facilities provided on-site as part of an employee fitness centre meet or exceed the requirements of **Table 14** and are accessible to cyclists before and after work shifts, no additional end-of-trip facilities are required.

**TABLE 14. RECOMMENDED MINIMUM END-OF-TRIP FACILITY REQUIREMENTS**

Required Number of Long-Term Bicycle Parking Spaces	End-of-Trip Amenity				
	Water Closet	Wash Basin	Shower	Bicycle Repair Set	Clothing Locker
<b>Residential, Hotel</b>					
Residential, Multi-Family	0	0	0	1	0
Hotel, Motel	0	0	0	1	0
<b>All Other Uses</b>					
5 or less	0	0	0	0	1.25 times the number of required Long-Term Bicycle Parking spaces
6-10	0	1	1	1	
11-20	0	2	2	1	
21-30	0	3	3	1	
31-40	2	4	4	2	
For each additional 30 or part thereof	2 additional	2 additional	2 additional	1 additional	

**End-of-Trip Facility Requirements**

- Cycling End-of-Trip Facilities shall be provided in a common area (i.e., unsecured) and be located no more than 50 m from the Long-Term Bicycle Parking area.

## **5.0 Future Action Items**

A number of action items have been identified throughout this Working Paper that will not specifically be addressed through the new Off-Street Parking Regulations Bylaw or the associated Parking Variance Policy. The City may choose to pursue the following action items as part of the on-going process of updating development regulations and improving parking demand management.

- Align Land Use Designations - Consider updating land use designation identified in the Off-Street Parking Regulations Bylaw as the Land Use Bylaw is updated to ensure alignment between the two documents.
- Parking Study TOR - Develop a standardized terms of reference (TOR) for parking studies to ensure that the City provides applicants and their transportation consultants with clear expectations for technical studies supporting variance applications.
- Bicycle Parking Guidelines - Detailed bicycle parking design guidelines that would supplement the bicycle parking design requirements contained in the Off-Street Parking Regulations Bylaw, providing a greater level of detail and guidance / options for how to provide effective, function bicycle parking facilities.
- Sign and Pavement Marking Guidelines - Guidelines for sign and pavement markings associated with both accessible parking spaces and electric vehicle parking areas, with reference to the material contained in this Working Paper.
- TDM Primer - Consider undertaking a review of possible transportation demand management (TDM) opportunities in Colwood and developing a primer document to clarify those options that the City is most supportive of and to help guide land developers toward pursuing TDM opportunities supported by the City.
- Review Parking Maximums - Specific review of parking maximums to ensure it has not deterred desired development.
- City-Wide Strategy - Consider undertaking a broader City-wide parking and transportation strategy that assesses parking development regulations such as cash in-lieu and parking maximums, and how they might relate to the management and provision of public parking and transportation infrastructure. This includes clarifying the City's intent with cash in-lieu monies collected. Consideration is also to be given to how parking and parking management approaches may help support the City's long-term sustainable transportation goals.

## **Appendix A.**

# Summary of Current vs. Recommended Parking Supply Rates

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
<b>Residential</b>			
Residential, One-Family Dwelling	2 per dwelling unit		2 per dwelling unit
Secondary Suite	1 per dwelling unit		1 per every 2 bedrooms
Duplex	2 per dwelling unit		--
Attached Housing (including Triplex, Rowhouse and Townhouse)	2 per dwelling unit	1.5 per dwelling unit	1.5 per dwelling unit plus 1 for each 100 m <sup>2</sup> of building floor area exceeding 60 m <sup>2</sup> times the number of dwelling units
Residential, Multi-Family (Apartments)	1.0 per bachelor dwelling unit	0.8 per bachelor dwelling unit	
	1.25 per one-bedroom dwelling unit	1.0 per one-bedroom dwelling unit	
	1.6 per two-bedroom dwelling unit	1.3 per two-bedroom dwelling unit	
	2.0 spaces per dwelling unit greater than two bedrooms	1.5 spaces per dwelling unit greater than two bedrooms	
Congregate Housing and Group Home Use	0.25 per dwelling unit		<p>Where a property is developed at 0.5 per dwelling unit, plus more than 70 units per hectare, 1 per support staff (maximum number of staff on any shift), plus .25 per dwelling unit for visitors</p> <p>Where a property is developed at 0.5 per dwelling unit, plus less than 70 units per hectare, 1 per support staff (maximum number of staff on any shift)</p>

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
<b>Commercial</b>			
Animal Hospital	1 per 20m <sup>2</sup> of gross floor area		1 per 2 employees plus 3 per veterinarian
Auction (Indoor)	Per Retail Store land use (1 per 30m <sup>2</sup> to 1 per 48m <sup>2</sup> )		1 per 10 m <sup>2</sup> of auction floor
Automotive Sales and Repair	1 per 35m <sup>2</sup> of gross floor area		Auto sales and repair: 1 per 70 m <sup>2</sup> of sales floor plus 1 per service bay plus 1 per 2 employees  Tire repair: 1 per 2 employees plus 1 per bay
Bank	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	1 per 20 m <sup>2</sup> of gross floor area
Boat Sales and Repair	1 per 40m <sup>2</sup> of gross floor area		1 per 3 employees plus 1 per 100 m <sup>2</sup> of covered sales and storage
Bowling Alley or Billiard Hall	Per Recreational Facility land use (1 per 20m <sup>2</sup> of gross floor area)		3 per alley or table
Boarder & Lodger	Per Hotel, Motel, Bed and Breakfast land use (1 per rental room)		--
Building Material supply	1 space per 80m <sup>2</sup> of gross floor area		1 per 2 employees plus 1 per 200 m <sup>2</sup> of covered sales and storage
Catering Establishment	Per Retail Store land use (1 per 30m <sup>2</sup> to 1 per 48m <sup>2</sup> )		--
Car Wash	Per Automotive Sales and Repair land use (1 per 35m <sup>2</sup> of gross floor area)		--
Dance and Fitness Studios / Gyms	Per Recreational Facility land use (1 per 20m <sup>2</sup> of gross floor area)		--
Furniture and Appliance Sales	1 space per 80m <sup>2</sup> of gross floor area		--  (would otherwise be required per Retail (Including supermarkets, liquor and other retail personal uses, except neighbourhood grocery))
Gymnasium	Per Recreational Facility land use (1 per 20m <sup>2</sup> of gross floor area)		--
Gasoline Service Station	1 per 30m <sup>2</sup> of gross floor area	1 per 35m <sup>2</sup> of gross floor area	1 per 2 employees on duty plus 2 per service bay

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
Grocery, Neighbourhood	Per Retail Store land use (1 per 30m <sup>2</sup> to 1 per 40m <sup>2</sup> )	Per Retail Store land use (1 per 36m <sup>2</sup> to 1 per 48m <sup>2</sup> )	1 per 15 m <sup>2</sup> of gross floor area of retail portion of building or 4, whichever is greater
Hotel, Motel, Bed and Breakfast, and Other Short-Term Accommodation	1 per rental room		Hotel: 1 per 2 rooms plus 1 per 3 seats in bar, restaurant and other food and drink dispensing facilities  Motel: a) Number of units less than the 1.1 per unit plus 1 per 3 seats in restaurant, etc. number of seats in restaurant b) number of units more than the 0.9 per unit plus 1 per 3 seats in restaurant, etc. number of seats in restaurant
Health Salon	Per Personal Service land use (1 per 20m <sup>2</sup> of gross floor area)	Per Personal Service land use (1 per 25m <sup>2</sup> of gross floor area)	1 per 15 m <sup>2</sup> of gross floor area
Live / Work Studio or Home Occupation	1 per business in addition to the requirement for residential parking	N/A	--  (typically 1 per employee, plus 1 per customer, in addition to the residential parking requirement)
Home Occupation – Office Use Only (no customers / employees on-site)	0 in addition to the requirement for residential parking	N/A	0 in addition to the requirement for residential parking
Home Occupation – Day Care	2 plus 1 per employee in addition to the requirement for residential parking		2 plus 1 per employee in addition to the requirement for residential parking
Ice Cream Stand	Per Retail Store land use (1 per 30m <sup>2</sup> to 1 per 40m <sup>2</sup> )	Per Retail Store land use (1 per 36m <sup>2</sup> to 1 per 48m <sup>2</sup> )	7 per sales clerk
Intensive Agriculture	Per Agriculture land use (1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses)		--
Laboratory	Per Scientific or Technological Research Facility land use (1 per 20m <sup>2</sup> of gross floor area)		1 per employee

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
Laundry and Dry Cleaning	Per Personal Service land use (1 per 20m <sup>2</sup> of gross floor area)	Per Personal Service land use (1 per 25m <sup>2</sup> of gross floor area)	1 per 2 employees counted as total of 2 shifts
Motel	1 per rental room		<p>If units are less than number of seats in restaurant:</p> <ul style="list-style-type: none"> <li>1.1 per unit plus 1 per 3 seats in restaurant, etc.</li> </ul> <p>If units are more than number of seats in restaurant:</p> <ul style="list-style-type: none"> <li>0.9 per unit plus 1 per 3 seats in restaurant, etc.</li> </ul>
Nurseries and Greenhouses	1 per 35m <sup>2</sup> of gross floor area used for retail use		1 per 15 m <sup>2</sup> of gross floor area retail sales building
Offices	1 per 35 m <sup>2</sup> of gross floor area	1 per 45 m <sup>2</sup> of gross floor area	<p>Offices, multi-tenant: 1 per 30 m<sup>2</sup> of gross floor area</p> <p>Offices, single-tenant: 1 per 35 m<sup>2</sup> of gross floor area</p>
Offices, Medical	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	5 per doctor or dentist
Personal Service (including hairdressers, spas and salons, tattoo parlours, pet grooming, laundry)	1 per 20m <sup>2</sup> of gross floor area	1 per 25m <sup>2</sup> of gross floor area	<p>Health salon: 1 per 15 m<sup>2</sup> of gross floor area</p> <p>Laundromat: 1 per washing machine</p> <p>Laundry and dry cleaning: 1 per 2 employees counted as total of 2 shifts</p>
Public House and Brewhouse	1 space per 10m <sup>2</sup> of gross floor area used for Assembly, plus 1 space per 100m <sup>2</sup> of brewery uses	1 space per 15m <sup>2</sup> of gross floor area used for Assembly, plus 1 space per 100m <sup>2</sup> of brewery uses	-- (would otherwise be required per Restaurant, Coffee Shop and Manufacturing uses)
Pet Daycare	Per Animal Hospital land use (1 per 20m <sup>2</sup> of gross floor area)		--
Restaurant (including coffee shop, bakery, and drive-thru uses)	1 per 10m <sup>2</sup> of gross floor area	1 per 15m <sup>2</sup> of gross floor area	<p>Restaurant, coffee shop: 1 per 3 seats</p> <p>Restaurant, drive-in only: 15</p>
Restaurant, Drive-In Business	1 per 20m <sup>2</sup> of gross floor area		

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
Retail Store (including Supermarkets, Liquor and Other Retail Personal Uses, except Neighbourhood Grocery)	Less than 400m <sup>2</sup> of gross leasable floor area – 1 per 30m <sup>2</sup>	Less than 400m <sup>2</sup> of gross leasable floor area – 1 per 36m <sup>2</sup>	0.75 per 10 m <sup>2</sup> of gross floor area (i.e., 1 space per 13.3 m <sup>2</sup> )
	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross leasable area – 1 per 35m <sup>2</sup>	400m <sup>2</sup> to 4,000m <sup>2</sup> of gross leasable floor area – 1 per 42m <sup>2</sup>	
	Greater than 4,000m <sup>2</sup> of gross leasable floor area – 1 per 40m <sup>2</sup>	Greater than 4,000m <sup>2</sup> of gross leasable floor area – 1 per 48m <sup>2</sup>	
Shopping Centre	1 per 25m <sup>2</sup> of gross leasable floor area	1 per 30m <sup>2</sup> of gross leasable floor area	Shopping Centre, Community: 5.5 per 100 m <sup>2</sup> of gross leasable area  Shopping Centre, Major: 1 per 100 m <sup>2</sup> of gross leasable area up to 46,500 m <sup>2</sup> gross leasable area; then for the area over 46,500 m <sup>2</sup> at the rate of 4.3 per 100 m <sup>2</sup>  Shopping Centre, Neighbourhood: 6.5 per 100 m <sup>2</sup> of gross leasable area
Supermarket and Liquor Store	1 per 35m <sup>2</sup> of gross floor area	1 per 42m <sup>2</sup> of gross floor area	0.75 per 10 m <sup>2</sup> of gross floor area (i.e., 1 space per 13.3 m <sup>2</sup> )
Studios (Including artist, photography, kitchen, technologist, and media)	At the discretion of the Director of Development Services (likely Manufacturing land use - 1 per 100m <sup>2</sup> of gross floor area)		--
Taxi Stand	At the discretion of the Director of Development Services		1 per taxi plus 1 per office employee
Television, Radio Studios	At the discretion of the Director of Development Services (likely Technological Research Facility – 1 per 20m <sup>2</sup> of gross floor area)		1 per 2 employees counted as total of 2 shifts
Vegetables or other produce stand	Per Agriculture land use (1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses)		4 per sales clerk

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
<b>Industrial</b>			
Agriculture	1 per 100m <sup>2</sup> of gross floor area of facility, plant, or warehouse uses		--
Brewery / Distillery	1 per 100m <sup>2</sup> of gross floor area		--
Bus Depot	At the discretion of the Director of Development Services		1 per 20 m <sup>2</sup> waiting room plus 1 per 2 employees counted as total of 2 shifts
Contractor's Yard	Per Building Material Supply land use (1 space per 80m <sup>2</sup> of gross floor area)		1 per 2 employees
Concrete Batch Plant	Per Manufacturing and Industrial Uses land use (1 per 100m <sup>2</sup> of gross floor area)		--
Correctional Facility or Penitentiary	At the discretion of the Director of Development Services		1 per 2 employees counted as total of 2 shifts.
Gravel Processing	Per Manufacturing and Industrial Uses land use (1 per 100m <sup>2</sup> of gross floor area)		--
Manufacturing and industrial uses	1 per 100m <sup>2</sup> of gross floor area		1 per 2 employees counted as total of 2 shifts
Mini / Personal Storage	Per Warehouse, Storage and Mini-Storage land use (1 per 180m <sup>2</sup> of gross floor area)		--
Mining & Quarrying	Per Manufacturing and Industrial Uses land use (1 per 100m <sup>2</sup> of gross floor area)		--
Petroleum Tank Farm	Per Manufacturing and Industrial Uses land use (1 per 100m <sup>2</sup> of gross floor area)		1 per employee, excluding office staff, plus 5
Printing & Publishing	Per Manufacturing and Industrial Uses land use (1 per 100m <sup>2</sup> of gross floor area)		--
Tool, Small Equipment & Appliance Repair	At the discretion of the Director of Development Services (likely Building Material Supply – 1 per 80m <sup>2</sup> of gross floor area)		--
Trade Contractor Establishment	At the discretion of the Director of Development Services (likely Building Material Supply – 1 per 80m <sup>2</sup> of gross floor area)		--
Unenclosed Storage	Per Warehouse, Storage and Mini-Storage land use (1 per 180m <sup>2</sup> of gross floor area)		--
Warehouse and Storage	1 per 180m <sup>2</sup> of gross floor area		1 per 2 employees counted as total of 2 shifts

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
<b>Institutional, Cultural + Recreational</b>			
Arts and Cultural Facility (including museums and art galleries)	1 per 50m <sup>2</sup> of gross floor area		Cultural facility: 1 per 40 m <sup>2</sup> of gross floor area Tourist attraction: 1 per 4 persons capacity
Assembly Use (including convention centres, banquet halls, theatres, funeral parlours, community centres, and stadiums or arenas)	1 per 15m <sup>2</sup> of gross floor area		Community centre: 1 per 20 m <sup>2</sup> of gross floor area Funeral parlour: 1 per 4 seats Stadium: 1 per 3 seats Theatre, drive-in: 1 / 2 staff Theatre, not drive-in: 1 / 4 seats
Ambulance Headquarters	At the discretion of the Director of Development Services		--
Automatic telephone exchange building	At the discretion of the Director of Development Services		--
Art Galleries	Per Arts and Cultural Facility land use (1 per 50m <sup>2</sup> of gross floor area)		--
Acute-care facilities	Per Hospital land use (1 per 50m <sup>2</sup> of gross floor area)		--
Auditorium	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		--
Banquet Hall	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		--
Campsite	At the discretion of the Director of Development Services		1 per space plus 3
Church	1 per 12m <sup>2</sup> of gross floor area used for Assembly		1 per 4 seats
Community Centre	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		1 per 20 m <sup>2</sup> of gross floor area
Court of Law	At the discretion of the Director of Development Services		--
Cultural Facility	Per Arts and Cultural Facility land use (1 per 50m <sup>2</sup> of gross floor area)		1 per 40 m <sup>2</sup> of gross floor area
Day Care Centre	1 per 50m <sup>2</sup> of gross floor area		--
Funeral Parlour	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		1 per 4 seats in chapel
Golf Course	4 per golf hole		9 holes = 75 spaces 18 holes = 150 spaces
Golf Driving Range	1 space per range tee		1 per tee plus 1 per 2 employees

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
Hospital	1 per 50m <sup>2</sup> of gross floor area		1 per 3 beds
Library	Per Arts and Cultural Facility land use (1 per 50m <sup>2</sup> of gross floor area)		--
Machinery Sales	At the discretion of the Director of Development Services (likely Automotive Sales – 1 per 35m <sup>2</sup> of gross floor area)		1 per 2 employees plus 1 per 100 m <sup>2</sup> of sales floor
Manufacturing and Industrial Uses	1 per 100m <sup>2</sup> of gross floor area		1 per 2 employees counted as total of 2 shifts
Museum	Per Arts and Cultural Facility land use (1 per 50m <sup>2</sup> of gross floor area)		--
Marina	At the discretion of the Director of Development Services		--
Nursing Home	Per Congregate Housing and Group Home Use land use (0.25 per dwelling unit)		--
Post-secondary institution (University or college)	1 per 75m <sup>2</sup> of gross floor area		College: 1 per employee plus 1 per 5 students
Police Station	At the discretion of the Director of Development Services		1 per 2 employees counted as total of 2 shifts
Recreational facility (including commercial recreational facilities, and similar uses)	1 per 20m <sup>2</sup> of gross floor area		--
Riding Academy	At the discretion of the Director of Development Services		--
Scientific or Technological Research Facility	1 per 20m <sup>2</sup> of gross floor area		--
Skating Rink	Per Recreational Facility land use (1 per 20m <sup>2</sup> of gross floor area)		--
Stadium	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		1 per 3 seats
School, Elementary and Middle	1 per 120m <sup>2</sup> of gross floor area		1 per employee plus 2
School, Secondary	1 per 80m <sup>2</sup> of gross floor area		1 per employee plus 1 per 10 students
School, Boarding	Per School, Secondary land use (1 per 80m <sup>2</sup> of gross floor area)		--
Tourist Attraction	At the discretion of the Director of Development Services		1 per 4 persons capacity
Transit Exchange	At the discretion of the Director of Development Services		--

Use	Recommended Requirement		Current Requirement
	General	Urban Centre	
Theatre	Per Assembly Use land use (1 per 15m <sup>2</sup> of gross floor area)		Theatre, drive-in: 1 per 2 employees Theatre, not drive-in: 1 per 4 seats

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